Stanislaus County HMIS

HMIS New User Quick Reference Guide

A quick reference guide to navigating ClientTrack v.24

October 2024

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HMIS Key Terms and Concepts

Continuum of Care Acronym List

n coverage)

HCV	Housing Choice Voucher
HEARTH	Homeless Emergency and Rapid Transition to Housing
HHS	Department of Health and Human Services
HIC	Housing Inventory Chart
HIV	Human Immunodeficiency Virus
HIPPA	Health Insurance Portability and Accountability Act of 1996
HMIS	Homeless Management Information Systems
НоН	Head of Household
HOPWA	Housing Opportunities for Persons with AIDS
НР	Homeless Prevention
HSV	Housing Stability Voucher
HUD	(U.S. Dept. of) Housing and Urban Development
LSA	Longitudinal Systems Analysis
MGH	Maternity Group Homes for Parenting Youth
NbN	Night by Night Shelter
NOFA	Notice of Funding Availability
NOFO	Notice of Funding Opportunity
ОМВ	Office of Management Budget
ОТН	Other Than Honorable Discharge Conditions
PATH	Projects for Assistance in Transition from Homelessness
PDDE	Project Descriptor Data Elements
РН	Permanent Housing
PHA	Public Housing Agency
PIH	Public and Indian Housing
PII	Personally Identifiable Information
PIT	Point In Time
PKI	Public Key Infrastructure
PPI	Personal Protected Information
PSH	Permanent Supportive Housing
QPR	Quarterly Performance Report
RHY	Runaway and Homeless Youth Program
RFP	Request for Proposal
ROI	Release of Information
RRH	Rapid Re-Housing
S+C	Shelter Plus Care
SA	Substance Abuse
SAMHSA	Substance Abuse and Mental Health Administration
SH	Safe Haven
SHP	Supportive Housing Program (includes S+C, SPC and SRO)
SNAP	Special Needs Assistance Programs
SNAPS	Supplemental Nutrition Assistance Program (food stamps)
SO	Street Outreach
SOAR	SSI/SSDI Outreach, Access, and Recovery Program
SPM	System Performance Measures
SRO	Single Room Occupancy
SSDI	Social Security Disability Income

SSI	Supplemental Security Income
SSN	Social Security Number
SSO	Supportive Services Only
SSVF	Supportive Services for Veteran Families Program
STRMU	Short-Term Rent, Mortgagee and Utility
Super NOFA	Super (Consolidated) Notice of Funding Availability
ТА	Technical Assistance
TANF	Temporary Assistance to Needy Families
TAY	Transitional Age Youth
TBRA	Tenant Based Rental Assistance
TFA	Temporary Financial Assistance
ТН	Transitional Housing
TLP	Transitional Living Program
VA	Department of Veterans Affairs
VAMC	Department of Veterans Affairs Medical Center
VASH	HUD-VA Supportive Housing Program
VAWA	Violence Against Women Act
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool
TAY-VI-SPDAT	Transitional Age Youth Vulnerability Index – Service Prioritization Decision Assistance Tool
VSP	Victim Service Provider
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
XML	Extensible Markup Language
YHDP	Youth Homeless Demonstration Program

Key Terms

Action Button	A clickable icon, usually appearing left of an information display in	
	ClientTrack. The icon allows the User to select it and generate a drop-down	
	list of options for that display.	
Assessments	Are a set of questions that represent a client's status at a point-in-time.	
	Snapshots of a client's situation, including education, financial, health, and	
	employment issues and barriers to client success. Unlike basic client	
	information, such as name, address, and family information, assessments	
	track client data that varies over time.	
Client	Any person whose data is being captured or could potentially be captured by	
	ClientTrack. Other family and non-family members and information can be	
	collected but each non-Client added must have a Relationship with a Client in	
	ClientTrack.	
ClientTrack	Web-based software used to collect, track, and measure the outcomes for	
	clients served.	
Continuum of Care (CoC)	The Continuum of Care (CoC) is designed to promote a community-wide	
CA-510 Turlock,	commitment to ending homelessness. The CoC provides funding for efforts	
Modesto/Stanislaus County	by our non-profit partners and state/local government to quickly re-house	

	individuals and families while minimizing the trauma caused to people
	experiencing homelessness. The CoC promotes access to and utilization of
	mainstream programs and seeks to optimize self-sufficiency among people
	experiencing homelessness.
Continuum Grant	Also referred to as a Funding Source. Grants fund Projects and usually have
	data collection and reporting requirements associated with them. Data
	associated with these Grants are recorded and tracked in your community's
	HMIS environment.
Continuum Proiect	Refers to a distinct unit of an organization, which may or may not be funded
	by HUD or the Federal partners, whose Primary purpose is to provide services
	and/or lodging for individuals and families experiencing homelessness or at-
	risk of experiencing homelessness and is identified by the Continuum as nart
	of its service system
Coordinated Entry System (CES)	Coordinated Entry (also known as a Coordinated Assessment System) is a
	consistent communitywide process to match people experiencing
	homelessness or at risk of homelessness to community resources. The goal of
	coordinated entry is to increase the efficiency of local crisis response systems
	and improve fairness and ease of access to all resources. Coordinated Entry
	doos NOT guarantee assocs to housing. Coordinated Entry doos NOT place
	does NOT guarantee access to housing. Cool unated Entry does NOT place
	people on waiting lists for section 8 housing, low-income anordable housing
	complexes, or private nousing complexes. Coordinated Entry is NOT an
	assessment for Emergency Sneiter or Services.
Current Living Situation (CLS)	This element provides information on the number of contacts required to
	engage the client as well as to document a current living situation each time
	the client is contacted. Applicable for Night-By-Night Shelter, Street
	Outreach, Services Only, and Coordinated Entry Project Types.
Date of Engagement	The date an interactive client relationship results in a deliberate client
	assessment or beginning of a case plan. Record the date a client became
	engaged by a street outreach project or night-by-night emergency shelter in
	the development of a plan to address their situation. Only one date of
	engagement is allowed between project start and project exit.
Enrollments	Designates a period of time (i.e.: date range) to measure outcomes (i.e.:
	entry and exit). Enrollment can be associated with assessments for reporting
	purposes.
Forms	Questions asked to collect data elements in HMIS
Grant	Money given by a funding entity to a Grantee
нміз	Homeless Management Information System is an electronic database used to
	hold information on the characteristics and service needs of homeless
	people. It generates Housing and Urban Development (HUD) reports to
	address homelessness
HMIS Administrator	The individual whose job it is to manage the HMIS implementation at the
	local level, enrolling programs, managing appropriate use, supporting users,
	etc.
HMIS User	All persons who can log into an HMIS environment are HMIS Users. This
	includes those who can log into the HMIS for system administration data
	entry, resource viewing, or reporting purposes
Organization	Agency that receives a grant has a program and provides services
o Banization	beiney that receives a grant has a program and provides services.

Permanent Supportive Housing	Permanent housing in which housing assistance (e.g. long-term leasing or	
(PSH)	rental assistance) and Supportive Services are provided to assist households	
	with at least one member with a disability in achieving housing stability.	
Programs	Refers to the federal funding source (e.g. HUD CoC, HHS PATH, VA SSVF, etc.).	
	You must enroll clients in programs to generate an APR for a grant.	
Projects for Assistance in	Funds services for people with serious mental illness (SMI) experiencing	
Transition from Homelessness	homelessness.	
(PATH)		
Project	Distinct unit of an organization as set up in HMIS (e.g. Rapid Re-Housing).	
Rapid Rehousing (RRH)	Permanent housing that provides short-term (up to three months) and	
	medium-term (4-24 months) tenant-based assistance and supportive services	
	to households experiencing homelessness.	
Service	Provided to a client and is tied to a program and can be associated to a grant,	
	enrollment or goal. The primary function of logging a service is to identify the	
	date the service was given and value related (Count, time, monetary).	
Social Security Disability Income	Benefits received by an individual who can no longer work due to a	
(SSDI)	permanent disability but who has worked in the past.	
Street Outreach (SO)	Activities designed to meet the immediate needs of people experiencing	
	homelessness in unsheltered locations by connecting them with emergency	
	shelter, housing, or critical services and providing them with urgent, non-	
	facility-based care.	
Supplemental Security Income	State welfare benefit for persons of retirement age or persons permanently	
(SSI)	disabled and not of retirement age. This is not Social Security benefits and	
	recipients of this benefit did not pay into the Social Security System.	
Supportive Services for Veteran	To help veteran families who are homeless or at risk of homelessness quickly	
Families (SSVF)	regain stability in permanent housing after experiencing a housing crisis	
	and/or homelessness.	
Transitional Housing (TH)	Provides temporary housing with supportive services to individuals and	
	families experiencing homelessness with the goal of interim stability and	
	support to successfully move to and maintain permanent housing.	
VA Non-Service	A benefit paid to wartime veterans who have limited, or non-income aged 65	
	or older who are permanently and totally disabled.	
VA Service	Connected disability compensation refers to a benefit paid to a veteran with	
	a service-connected disability	
VI-SPDAT	Provides a vulnerability score which is used to identify and prioritize clients	
	for the most appropriate support and housing interventions that might be	
	available in the community. The VI-SPDAT does not identify eligibility to any	
	particular program, nor does it make decisions about who should be matched	
	with a particular housing resource or intervention.	
Workflow	A series of forms, assessments, and rules which represent a process and are	
	tied together in a sequence. The forms can be of various types from different	
	application areas.	

Grant Number Convention

Grants applied for or renewed through *e-snaps* should have 15-character grant numbers (e.g. ST 000# C 5E 00 08 02), and the last two digits represent the number of times the grant has been renewed. This change in grant numbers is intended to help HUD and the grantee differentiate the funding year for each unique grant (even if the funds are all being used to fund a single project over time). Therefore, these digits change with each renewal. Older grants will only have 11 characters (e.g. ST16B900004)

Field	Description
NM	State Abbreviation
007	Project Identifier
L	Applicant Type
6B	Field Office Code
00	Last Two Digits of CoC Number
15	Year of Funding (FY of the competition)
05	Funding (renewal) Sequence

For example: The project number if NM007L6B001505

Stanislaus HMIS Forms, Documents, and Links

HMIS Policies and	This document provides the framework for the ongoing	https://www.csa-
Procedures	operations of the Stanislaus Community System of Care	stanislaus.com/hmis/pdf/Pol
	Collaborative Homeless Management Information System	icies Procedures SCOC.pdf.
	(HMIS) Project.	
HMIS Data Quality	This document provides actionable, measurable steps to	https://www.csa-
Management Plan	address data quality within the Homeless Management	stanislaus.com/hmis/pdf/H
	Information System (HMIS).	MIS Data Quality Manage
		<u>ment_Plan.pdf</u> .
HMIS Consumer	This document describes how information about clients	https://www.csa-
Notice	may be used and disclosed and how they may get access	stanislaus.com/hmis/pdf/Co
	to the information. This document must be posted in all	nsumer_Notice_(Version%2
	areas HMIS client information is collected.	<u>02).pdf</u> .
HMIS Client Privacy	This document describes how HMIS Partner agencies will	https://www.csa-
Rights	use and protect the information about client data that	stanislaus.com/hmis/pdf/Cli
	they put into the Stanislaus County HMIS computer	ent Privacy Rights.pdf.
	system, and their rights to decide who the agencies can	
	share your information with. This document must be	
	posted in all areas HMIS client information is collected.	
HMIS Client Informed	This document must be completed by each client before	https://www.csa-
Consent and Release	they are entered into HMIS. If the document is not	stanislaus.com/hmis/pdf/RO
of Information (ROI)	signed, they should not be entered. The release expires	l.pdf
	18 months from the date signed below. This document	
	must be signed, printed, dated, and timed. Anyone over	
	18 must sign their own ROI. Anyone under 18 will be	

	listed under the Head of Household's ROI. This document	
	is available in Spanish.	
HMIS Client Denial of	If a client is not willing to sign the above ROI, this	https://www.csa-
HMIS Consent	document will be filled out with the client. They can	stanislaus.com/hmis/pdf/Cli
	select whether limited or no information may be entered	ent Denial of HMIS Conse
	in the system. Email the HMIS team if this document is	nt.pdf
	completed before entering any information into HMIS.	
Client Revocation of	This document is used when a client has signed an ROI	https://www.csa-
HMIS Consent	and decide they would like to revoke their consent.	stanislaus.com/hmis/pdf/Cli
	Contact HMIS immediately when this is completed.	ent Revocation of HMIS C
		<u>onsent.pdf</u> .
Client HMIS Grievance	This document will be completed if a client believes their	https://www.csa-
Form	privacy rights for the information entered into HMIS has	stanislaus.com/hmis/pdf/Cli
	been violated. A copy of this signed document will be	ent_HMIS_Grievance_Form.
	sent to the Stanislaus County HMIS System Administrator.	pdf.
HMIS Coordinated	This document will be used to prove eligibility for any	https://www.csa-
Entry System	project where the client must be enrolled in Coordinated	stanislaus.com/hmis/pdf/H
Verification Form	Entry prior to enrollment. The document will be sent to	MIS_CES_Verification_Form.
	the HMIS team to verify and sign.	pdf.
HMIS Security	This document is designed to establish security standards	https://www.csa-
Standards	for the Stanislaus County Homeless Management	stanislaus.com/hmis/pdf/H
	Information System (Stanislaus County HMIS)	MIS_Security_Standards.pdf
	participating agencies within the Stanislaus Community	
	System of Care Collaborative (StanCSOC).	

Resources

HMIS Fact Sheet	https://files.hudexchange.info/resources/documents/HMISFactSheet.pdf
HMIS Federal Register	https://www.federalregister.gov/documents/2011/12/09/2011- 31634/homeless-management-information-systems-requirements
HMIS FY 2024 Data Dictionary	https://files.hudexchange.info/resources/documents/HMIS-Data- Dictionary-2024.pdf
HMIS FY 2024 Data Manual	https://files.hudexchange.info/resources/documents/HMIS-Data- Standards-Manual-2024.pdf
HMIS Regulations and Notices	https://www.hudexchange.info/programs/hmis/hmis-regulations-and- notices/
HMIS Standard Reporting Terminology Glossary v1.1	https://files.hudexchange.info/resources/documents/HMIS-Standard- Reporting-Terminology-Glossary-2024.pdf
HMIS VA Programs Manual	https://files.hudexchange.info/resources/documents/VA-Programs-HMIS- Manual-2024.pdf

	https://files.hudovchap.go.info/resources/desuments/EV24_HNAIS	
HOD COC APR and HOD ESG	https://mes.nudexchange.imo/resources/documents/FY24-nivits-	
CAPER HMIS	Programming-Specifications-CoC-APR-and-ESG-CAPER.pdf	
Programming		
Specifications		
opeenieations		
HUD Data Standard	https://www.hudexchange.info/news/hud-releases-hmis-data-	
Tutorials	standard-tutorials/	
HUD Exchange	https://www.hudexchange.info/	
PATH Program HMIS	https://files.hudexchange.info/resources/documents/PATH-Program-	
Manual	HMIS-Manual-2024.pdf	
RHY-HMIS Program	https://files.hudexchange.info/resources/documents/RHY-Program-HMIS-	
Manual	Manual-2024.pdf	
SOAR SSVF	https://soarworks.prainc.com/article/soar-and-ssvf	
SSVF Data Guide FY2024	https://www.va.gov/HOMELESS/ssvf/docs/SSVF_VA_Data_Guide.pdf	

HMIS Basic Navigation

HMIS Navigation Icons

R	Home	?	Help	Q	Search Records
Ċ	Notifications/Alerts	₽	Print	6	Open Page Help
***	Client and Coordinated Entry use the same icon	×	Excel Data Export	x	Excel Export
	Edit	•••	Action Button	\square	User Dashboard
0	Additional/Audit Information	17	Intake		Delete
×	Close Window		Maximize Window		Minimize Window

?	lssues	~	Reports		Providers
23	Expand/Collapse	٦	Minimized Windows	☆	Favorites
	Data Explorer	*	Mandatory Data Field	Ē	Choose Date
	Pause Workflow	×	Cancel/Remove	5	Undo Changes
<	Toggle Menu		Sign Out	Save	Save (save and stay on the same screen)
Save & Close	Save & Close (save and move to the next screen)				
Logging in	nto ClientTrack				lient Track [®]
www.clientt	rack.eccovia.com/login/mc	odesto			by eccovia
*Remember	to never save your passwo	ord		User Name	Sign in to Modesto
				Password	
				Didy	you forget your password?

Home Dashboard

Home Dashboard: This is your "Home Workspace" as a user. Here you can view information specific to you like your user configuration, case assignments and current program enrollments. Select User Dashboard to return to the screen shown above.

Settings: This will have your initials in a circle. Use this to switch organizations or workgroups, change your theme, or clear your preferences. It is important you ensure you are in the right organization before editing any data.

My ClientTrack: This will be where you can view the Coordinated Entry By Name List (BNL), change your

passwords, view your paused operations, add quick services to multiple clients, and view any submitted issue tickets.

Toggle Menu Button: Use this if you are unable to see explanations for icons or would like to collapse the menu. to only see icons.

		Home Dashboard button			
1	Q Search	Home / Welcome Stephanie Hand			🏊 4 🗎 🕫
2 ?	(CSA) Stanislaus County Community Services Agency _Modesto Users 2020	Stephanie Hand (CSA) Stanislaus County Community Services Agency Welcome Stephanie Hand	_Modesto Users 2020		Settings *
8	M User Dashboard	Toggle the menu button	News		
⇔ ☆	 Data Explorer Current Enrollments w/ Most Recent w/ Most Recent Wy ClientTrack Day Center Administration Testing Menu Group Global Administration 	Community Services Agency (CSA) Stanislaus County Welcome to ClientTrack The HMIS System for Stanislaus Community Sy Administered by Stanislaus County Community My ClientTrack HMIS Administrator: Lynnell Fuller (200) 558-3676, Email: Fulley Help Information: Use the Help Topics link or contact the HMIS Administrator.	vstem of Care Collaborative v Services Agency (CSA) estancountycom		
		My Case Assignments			Z
0			4 results found.		
https://clienttrack	k.eccovia.com MainPage.aups/Inline.etop#	Client Name 1	Begin Date	End Date Program	n

Client Dashboard

Client Dashboard: This is your "Client Workspace" as a user. Here you can view information specific to clients such as their current and past enrollments from your organization, demographics, and assessments.

Intake: Use this to start a new intake. Once selected, it will ask if you would like to use the current client listed on your dashboard or a new client.

Profile: Use this drop-down menu to update client demographics using Edit Client, add a Case Note, update a Current Living Situation, and more.

Coordinated Access: Use this to view if the client has been enrolled in Coordinated Entry or any other organization that participates in HMIS. This tab can be utilized for care coordination, exit destination information, and other information.

Enrollments: You will see current and past enrollments in this section. The action button on each enrollment will allow you view and edit information such as Household Members, Project Entry Workflow, Exit Workflow, Assessments, During Program Enrollment Updates, and Annual Assessments.

Services: This will give you an overview of the entered services for this client.

(CSA) Stanislaus County Community	Jasper King 8/15/1961 Man (Boy, if child) ClientID 53033	A M C					
Services Agency	Jasper King's Dashboard						
_Modesto Users 2020	Jasper King's Information						ľ
Q Find Client							
Client Dashboard	Intake US TEST						
Day Center Entry		Name Vice Tennes Tennes III	Pirth Date	R/1E/1041			
Profile		Hanny, King, Sasper Sames in	bior bio.	671071701			. U.
Common		Gender: Man (Boy, if child)					
Assessments	Drafile	Client ID: 53033	Race.	Asian or Asian American, Bla	ick, African American. or African		
Uther Assessments Enrollment and	Profile						
Services	Jasper's Enrollments	rollments					ľ
RHY Assessments SPDAT				result found			
Assessments	Active						
 Coordinated Access (Read-Only) 	Enrollment Household Description Members Househ	Project Start Date Housing M old Type	Move-In Project Exit Date	ID II Enrolled	Exit Destination Organization	Last Assessed	Program
1	✓ Active						
		old without 08/14/2024		94515 137637 0	(CSA) Stanislaus County Community	8/14/2024	0
	ES Children				Services Agency		
pordinated							

Create and Enter an Enrollment

Make sure you have a completed and signed HMIS Release of Information (ROI) from the client before entering their information into the system.

Make sure you are on the Client Dashboard if you are ready to start entering a client into the system. Start by selecting "Find Client" to search for your client to check to see if they are already in HMIS.

Use the first few letters of the first & last name to narrow search, then enter searching for Client, Click Find Client. The system will show a list of names that match your search. If you do not see your client, try using other basic information like the last four digits of their social security number and date of birth before confirming your client has not been entered into HMIS.

X	Q Search	Clients / Find Client				🌾 4 🖮 🕫
2	(CSA) Stanislaus County Community Services Agency	Jasper King 8/15/1961 Man (Boy. if child) ClientID 53033 Find Client	4 🗎 🖸			×08 0
	Modesto Users 2020	Use the section oriteria below to find your client. To	narrow the search, fill in more than one or First Name: Last Name: Hiddle Name: Full Name (Last, First): Social Security Number: Birth Date: Scan Client ID:	teria. Social Security Number and Birth	h Date are the best fields to narrow your search. It is best practice to use minimal information to search for a client (first couple letters of names, last 4 digits of SSN, DOB).	Q. Starch
	RHY Assessments SPDAT Assessments	First Name Jasper	Last Name King	9 resu Middle Name James	ssn 439-15-3233 Search fo	Birth Date

Select the "Intake" button when you are ready to start an intake.

If the client is not in the system, select "Add a new client." If the client was found through your search and you clicked on the name, they will appear in the header; only click "Use the current client" if the clients name is showing in the header.

Intake 2024 (2322/18589) * • Add or Edit Basic Client Information • Family Members • Program Enrollment Impause × Cancel	Jasper King 8/15/1961	Man (Boy, if child)	ClientID 53033	■ 12		
						+ Add a new client
		A	add or Edit	new client or use the selected (client?	Use the current client
						Q Select another client

The system will let you know of any potential duplicates, verify and proceed by clicking next.

If the correct name does appear, click on the name below to proceed.

Enter all client information or update any changes.

X	Q Search	< Clients				le la	🖕 A 🛗 🕪
2 ?	(CSA) Stanislaus County Community Services Agency	Intake 2024 (2322/1B589) [∓] ⊙ Basic Client	JasperKing — ClientID 8/15/1961 — 53033 ↓ ↓ 箇 □ Client Information				< 8
	_Modesto Users 2020	Information C Family Members		Hispanic/Launa/e/o Middla Eastern er North Afric			
	Q Find Client	O Program Enrollment	Additional Race and Ethnicity Detail:				
-24	Client Dashboard		Gender:*	Woman (Girl, if child) Man (Boy, if child)			
	13 Intake	Pause X Cancel		Culturally Specific Identity (e	.g., Two-Spirit)		
\$	Day Center Entry			Transgender Non Pinany			
			Veteran Status:*	No	~ 0		
	> 💄 Profile		Veteran Assistance Verification:	SELECT	~ 0		
	Common Assessments						
	> 🗅 Other Assessments		Mailing Address and Contact Information			This Client Information screen is	
	> Enrollment and Services		Enter the address where the client is currently able to receive mail. Mailing Address includes, but not limited to, service organizations, access centers, emergency sho	elter, transitional housing, client r	esidence.	shared across all agencies and can	
	> C RHY Assessments		Address:	320 9th St.		be updated by any agency.	
			Address 2:				_
	Assessments		City, State, Zip Code:	Modesto CA 1	95354		
	> Coordinated Access		Email				
	(Read-Only)			200.401.6004			
			Put Protection - Control -	207-401-3000			
			Message Phone:	209-054-1988			
			Family Information				
			Use this section to collect data about a client's family. The Family search field allows you to search	for and select an existing family	account. This is appropria	ate when adding a family member to an existing family.	
				No	•		
			Famiry:	King, Jasper - 1961	0		
			Relationship to Head of Household:	Self V			
	Т	This date can	be updated Begin Date:	07/26/2024			9
		when you call	ect a new ROI	MM/DD/YYYY			
	V	when you con				· · · · · · · · · · · · · · · · · · ·	
0	ttrark eccosia.com/MainPana, wor?ini.e	M=too#WF1219 1000002706					S Finish

This Family Members screen will be just informational unless you will be adding additional family members. More family members may be listed on this screen, however, this historical data. You will be able to attach family members to your enrollment on the next screen.

X	Q Search	< Clients									🥦 4 🛎 🕫
æ ?	(CSA) Stanislaus County Community Services Agency	Intake 2024 (2322/1B589) © Basic Client	Jasper King 8/15/1961 Man (Boy, if o Family Members	child) ClientID A	8 0						< 0
	_Modesto Users 2020	Information									
		Family Members	The selected client's fami	nily members are displayed below	. You may search for existing	g clients to add to this family or a	dd new clients to the database and as	sociate them w	vith this family.		
	Q Find Client	O Program Enrollment	It's important to note that	at family members are the people	who the client is related to.	Family isn't always the same as a	client's household. According to HUE) "[a] household	l is a single individual or a group of persons i	who apply together to a continue	um project for assistance
-	Client Dashboard	H Davies M Ganad	and who live together in o	one dwelling unit (or, for persons	s who are not housed, who w	vould live together in one dwelling	unit if they were housed." (Data Manu	ual)			
*	11 Intake	Pause A Cancel	This workflow will allow ye	ou to enroll all family members o	r select which family membe	ers you want to enroll.					
м	Day Center Entry										
	> 💄 Profile		+				1 result found (+1).				
	Common		First	Middle Last	Click	to sort in ascending order.			Birth Date	Gender*	
	C Other Assessments		Name*	Name Name*	Suffix	Name Quality*	Birth Date* 1	Age	Quality*	Please Specify	SSN
	> Concernational									Man	
	Services		Jasper	James King		Full name reported	× 08/15/1961	63	Full DOB Reported	Y (Boy,	439 - 15 -
	> 🗅 RHY Assessments									child)	
	> 🗅 SPDAT Assessments				٩	SELECT	• MM/DD/YYYY	m N/A	SELECT	~	
	> 🐴 Coordinated Access		· · · · ·								
	(Read-Only)		You may a members	dd additional on this screei	<mark>l family</mark> n.						
0											Save Save & Close

The HUD Program Enrollment screen will allow you to attach the enrollment to your client(s). Once you past this screen.

x	Q Search	< Clients											Ę	A # #
* ?	(CSA) Stanislaus County Community Services Agency _Modesto Users 2020	Intake 2024 (2322/1B589) *	Jasper King 8/15/1961 HUD Prog	Man (Boy, if child) ClientID 5303 gram Enrollment	3 4 8 0									< 0
	O Find Client	 Family Members 	Select ti ClientTra	he Project you are enrolling the cli ack will display a list of clients in th	ent into. ne client's family.									
		 Program Enrollment 	Please s	elect all the clients you are enrolli	ng.									
*	Client Dashboard	II Pausa Y Cancel	The Pro											
☆	 Carl Intake Ø Day Center Entry 	Pause A Cancer	• Fo • Fo • Fo	or Street Outreach projects – it is to or Emergency Shelters – it is the n ithout "exiting and restarting" for or Safe Havens and Transitional Ho	Dates by projects - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client. Bar Shafters - it is the date of finit contact with the client was admitted into the project. To be admitted indicates the following factors have been met: mentation may not yet have been pathered: date - bar dotted and the main of the model.									
	> 💄 Profile													
	> 🗀 Common Assessments			 Information provided by the or documentation may not yet h The client has indicated they 	lient or from the referral indicates t ave been gathered want to be housed in this project	hey meet the ci	iteria for admission (for e	xample if chronic homeles	ssness is	required the client indicates they have	a serious disabilit	ty and have been homeless long	enough to qualify	r – though all
	> 🗅 Other Assessment:	s	• F0	The client is able to access se or all other types of Service projec	rvices and housing through the pro ts including but not limited to: servi	oject. The expec ices only, day sh	tation is the project has a nelter, homelessness prev	housing opening (on-site, ention, coordinated asses;	site-l sment	The survey of the state				
	> 🗀 Enrollment and		s	rvice.						The project sta	rt date	will always at	110-	
	Services					Proje	ct: CSA TEST ES			populate as to	dav's da	ate. If the enro	ollment	
	RHY Assessments													
	> C SPDAT Assessments		Houseb	old						was on a differ	ent dat	e, it is import	ant this	IS
	➤ A Coordinated Access (Read-Only)		Excerpt f	from the HMIS Data Standards Mai unit if they were housed)."	nual "A household is a single individ	ual or a group o	f persons who apply toge	ther to a continuum proiec	et for a	changed to the	e inform	nation date.		9
				Name	Gender	Age	Project Astart Date	Exit Date		Case Manager 🕚		Relationship to Head of Household*		
				King, Jasper James III	Man (Boy, if child)	63	08/16/2024 📋	MM/DD/Y	YYYY	Stephanie Hand	Q	Self	•	c
	_		1											
		When there a	ire add	itional family	members,									
		vou will mark	the ch	eck boxes for	only the									
		(
		family membe	ers you	would like to	enroil in									
		vour project.												_
0		,												Save 🛇

Continue through the workflow and complete all required data collected for your project. When you are finished, the screen will indicate your completion. Select finish.

)ř	Q Search	Clash
*	(CSA) Stanislaus County Community Services Agency	Intake 2024 3asper King Man (Boy, If child) 53033 ↓ ⊕ ■ □
	_Modesto Users 2020	Basic Client Information
-		Family Members
	Q Find Client	Program Enrolment
-	Client Dashboard	> Ø King, Jasper James
~	17 Intake	
ਅ	Day Center Entry	III Pause × Cancel
	 Profile Common Assessments 	
	> 🗅 Other Assessments	
	> 🗅 Enrollment and Services	
	> 🗅 RHY Assessments	
	SPDAT Assessments	You're done!
	Coordinated Access (Read-Only)	Per requiri de arcyle ner le dourt futilitytetet.

Add a Family Member

If you need to add a family member to an enrollment, you will begin on the Head of Household's Client Dashboard and select the action button. Select Add Household Member.

	Churts / Jasper King's Dashboard						5
ISA) Stanislaus Jounty Community	Jasper King 8/15/1961 Man (Boy, if child) ClientID 53033	0 00 13					
ervices Agency	Jasper King's Dashboard						
Nodesto Users 2020	Jasper King's Information						12
2 Find Client							
Client Deshboard Intake	STANISLAUS TEST						
Day Conter Entry		Name King Januar Jamas II		Birth Date: 676/1041		0	ton é
Profile		territe statistic statistics in		00.00 (Filt)		25	
2 Common		Gender. Man (Boy, if child)					
Assessments		Client ID 53033		Race: Asian or Asian American, Black, African American, or African			
Enrolment and							
Services	Jasper's Enrollments						
SPDAT				A state of the state			
Assessments							
	Enrollment Active Household						
Coordinated Access (Read-Only)	Enrollment Active Household Description Members Household	Id Type Project Start Date 11 Hour	sing Move-In Date Pr	oject Exit Date 12 Case ID EnrollD 12 Days Enrolled Exit Destination	Organization	Last Assessed	Progr
Coordinated Access (Read-Only)	Enrollment Active Household Description Members Househo	id Type Project Start Date II Hou	sing Move-In Date Pr	oject Exit Date 11 Case ID EnrollO 11 Days Enrolled Exit Destination	Organization	Last Assessed	Progri
Coordinated Access (Read-Only)	Enrollment Active Household Members Household V Active	Nd Type Project Start Date II Hour	sing Move-in Date Pr	Spect Exit Date 1 Case ID EnrollO 1 Days Enrolled Exit Destination	Organization (CSA) Stanislaus County Community Services Agency	Last Assessed 8/14/2024	Progra
(Read-Only)	Enrolment Active Household Description Members Househol Construction	M Type Project Start Date II Hour	sing Move-In Date Pr	geot Exit Date 12 Case ID EnrollO 11 Days Enrolled Exit Destination	Organization (CSA) Standaus County Community Services Agency	Last Assessed 8/14/2024	Progra
(Read-Only)	Enrolment Active Household Description Active Household Y Active Charge CSA TESTES 1 Househol # Add3 Household Homber Q. Associated Assessments PF Exit the Enrolment Date (Edit Reveniment	NT Type Project Start Date II Hour	sing Move-In Date Pr	geot Exit Date 12 Case ID EnrollO 12 Days Enrolled Exit Destination	Organization (CSA) Stanislaus County Community Services Agency	Last Assessed	Progra
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(Constructed Access (Read-Only)	Encolment Active Household Description Active Household Members Household Cash TestTes 1 Active Member Cash TestTes 1 Active Active Cash Active Cash TestTes 1 Active Active Active Cash Household Member Cash Active Activ	NI Type Project Start Date II Hour Id without Children 09142024 Service Scheler Night	Units 1.00	geet Exit Date 12 Case 10 Envolt0 12 Days Envolted Exit Destination 64515 132537 2 1result found. 5 Tatal Organization 80.00 (ICSN) Sanstalas County Community Services Agency	Ogentation (CSA) Stanslaus County Community Services Agency Service Creation 0611022034 2 187	Last Assessed 8/14/2024 n Time PM	Progri

Enter or search for a client to add to the family. Remember to scroll to the right to add a relationship to the head of household.

Q Search	Clients / Dasper King's D	ashboard													1 0 0 0 0
(CSA) Stanislaus County Community Services Agency	Add Family Member	Jasper King 8/15/1961 Family M	9 Man (Boy. I Members	(child) Clienti 530	33 ⁴	m D									< 0
Modesto Users 2020	Members														
	O Enrollment	The set	lected client's far	nily members are	displayed below. Yo	ou may search for exit	iting clients to add to this family or a	dd new clients to t	he database and a	ssociate	them wit	h this family.			
Q. Find Client	II Pause X Cancel	It's imp	orlant to note th	at family member	s are the people wi	no the client is related	to. Family isn't always the same as	client's househol	f. According to HU	10 "[a] ho	usehold is	s a single individual or a group of p	ersons who	apply together to a continuum	project for assistance
E Client Dashboard		and wh	io Rive together in	one dwelling unit	(or, for persons wi	to are not housed, wh	o would live together in one dwelling	unit if they were f	iqused." (Data Mar	iual)					
Day Center Entry		This wo	xkflow will allow	you to enroll all fa	mily members or se	elect which family me	mbers you want to enroll.								
> 🚊 Profile		(+)						2 resul	ts found (+1).						
Common Assessments			First	Middle	Last							Birth Date		Gender*	
> C1 Other Assessments			Name*	Name	Name*	Suffix	Name Quality*		Birth Date* 1		Age	Quality*		Please Specify	SSN
> Enrollment and Services		8	Jasper	James	King	ш	Full name reported		08/15/1961		63	Full DOD Reported	v	Man EBoy,	439 - 15 -
> 🗅 RHY Assessments										- Laurent				child)	
> C1 SPDAT Assessments										_				Man	
Coordinated Access (Read-Only)		8	Josus	Michael	Lopez King		Full name reported	v	05/15/1991	Β	33	Full DOB Reported	٣	if child)	621 - 33 -
						Q	SELECT	2	MM/DD/YYYY		N/A	SELECT	*	-	
		-				*									
			Sel	ect the sting cli	magnifi ent.	ed glass	to search for a	ו							

Once you save and close, you will go to the Enrollment Screen. Add this individual to the current enrollment and select Save.

Corro Community	Add Family	Jasper King 8/15/1961	Man (Boy, if child) 53033	0 m D									
Services Agency	Member	HUD Pro	gram Enrollment										
_Modesto Users 2020	Members												
	 Enrollment 	Select 1	the Project you are enrolling the client in	nito.									
Q, Find Olient	H Course M Courses	Client?	rack will display a list of clients in the cli- select all the clients you are enrolling.	ent's family.									
Client Dashboard	H Pause A Cancel	The Pro	vect Start Date in:										
La Intake		• 5	or Street Outreach projects - It is the de	ate of first contact with the client.									
Day Center Entry		* F	or emergency sneutrs – it is the hight t ithout "exiting and restarting" for each	stay for a specified period.	for the consecu	nove subster being a	rom entry to exi	or, regrit by regrit sheribits, w	mich use a bee-night tracking me	ithod will have a pr	oject start date and will a	now calents to re-en	ter as n
Profile		- F - F	or Safe Havens and Transitional Housing or all types of Permanent Housing, Inclu	g - it is the date the client moves in uding Rapid Re-Housing - it is the	nto the resident date following a	tial project (i.e. first n oplication that the c	light in residence tient was admitt	ce). Ited into the project. To be ad	dmitted indicates the following fa	ctors have been m	et		
Common			1. Information provided by the client	or from the referral indicates they	meet the criteri	a for admission (for e	example if chron	nic homelessness is required	d the client indicates they have a	serious disability a	nd have been homeless lo	ong enough to qu	slify – ti
Assessments			2. The client has indicated they want	to be housed in this project									
C1 Other Assessments			 The client is able to access service or all other types of Service projects inc 	es and housing through the project cluding but not limited to: services	. The expectatic only, day shelte	on is the project has : r, homelessness pre-	a housing openi vention, coordin	sing (on-site, site-based, sca nated assessment, health ca	ittered-site subsidy) or expects to are it in the date the client first be	a have one in a reas gan working with th	sonably short amount of t he project and generally r	ime eceived the first pro	vision i
Enrolment and		5	ervice.										
Enrolment and Services		5	ervice.		Project;*	CSA TEST ES							
Enrollment and Services RHY Assessments		3	ervice.		Project;*	CSA TEST ES							
Enrolment and Services RHY Assessments SPDAT Assessments		5 Househ	ervice.		Project;*	CSATESTIES 0							
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Involvent and Services Rev Assessments SPOAT Assessments Accordinated Access (Read-Only)		Househ Excerpt dweiting	Noted from the HMIS Data Standards Kanual" unst if they were housed): Name King, Jasper James III Lopez King, Jesus Michael	A household is a single individual o Gender Han (Boy, if child) Han (Boy, if child)	Project;* r a group of per Age 63 33	CEA TEST ES	ether to a contin	Exit Date HHV/DD/YYYY HHV/DD/YYYY	and who live together in one deer Case Manager O Stephanie Hand Stephanie Hand	iling unit (or, for pe	Relationship to Head of Househ Self Son	d, who would live to old* v	gether
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Once you Save, the Entry Project Workflow will appear for the added Household Member. Complete all information to enroll this individual.

)ř	Q Search	Clients		1 - 1	0.
2 ?	(CSA) Stanislaus County Community Services Agency	Add Family Member *	Jesus Lapez King Man (Boy, if child) ClientID 5/15/1991 Man (Boy, if child) 53376 Universal Data Assessment (FY24)	¢	0
₽ \$ \$	Addeto Users 2020	Pentions © Enrollment ✓ ∰ Lopez King, Jesus Michael © Entry Assessments III Pause X Cancel	Complete the information below related to the selected client's housing status and other relevant information. Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.02 and provide data into a sequence of changes design data with existing enrollments may effect or break the logic for 3.917. 3.917 may not always show as expected because of changes design data entrys as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not bring in any 3.02 and provide data integration between the selected client's Last Assessment button will not be a bring client blient data integration between the selected client's Last Assessment button will not be a bring client blient data integration between the selected client blient's Last Assessment	17 data. Changing	
	Ground Access Ground Access (Read-Only)		Living Situation' Identify the type of residence and length of stay at that residence just prior to (Le., the right before) program admission. Prior Living Situation' Heapital or other residential non-psychiatric medical facility		
Ø			Please indicate whether or not the client is covered by health insurance. If so, you will be able to record health insurance sources for the client. Default Last Insurance Status Covered by Health Insurance *		ve

Add a Current Living Situation (CLS)

Certain projects, including but not limited to Street Outreach and Coordinated Entry, require you to collect and record a Current Living Situation when you contact a client. The Current Living Situation should reflect where the client is staying now (at the moment the information was verified). This may match the client's Prior Living Situation collected at project start; however, the Current Living Situation is collected over time and may change.

Navigate to the Client's Profile to update their Current Living Situation

Q Search	Clients / Jasper King's Dashboard							1	%	0 B	
(CSA) Stanislaus County Community	Jasper King 8/15/1961 Man (Boy, if child)	ClientiD 53033 ♀ 箇	a								
Services Agency	Jasper King's Dashboard	I.									
Modesto Users 2020	Jasper King's Information								Ø	8	
Q Find Client											
1 Client Dashboard	STANISLAUS	TEST									
Day Center Entry		Nar	W: King, Jasper James III		Birth Date	8/15/1961		A	ige: 6	3	
🛩 💄 Profile		Gend	er: Man (Boy, if child)								
🚨 Edit Client			_								
ID Card		Client	D: 63033		Race	E Asian or Asian American, Black, African American, or African					
Alias History											
Address History	Jasper's Enrollme								R		ļ
Case Managers	Up	date Current L	iving Situatio	on							
Case Notes						1 result found.					
Client Files	Enrollment Active	Household mbers Household Type	Project Start Date	Housing Move-In Date	Project Exit Date 1	Case ID EnrollID II Days Enrolled Exit Destination	Organization	Last Assessed	Program	m Tvp	
Current Living Situation	✓ Active										
f≡ Document	✓ Emergency Shelter - Entr	y Exit									
Check	CSA TEST ES	2 Household without Chile	dren 08/14/2024			94515 137637 5	(CSA) Stanislaus County Community Services Agency	8/14/2024	0		
Family History Information Release											
Information Release	Jasper's Services								2	t	•
Exceptions						1 result found.					
Lt Interested Others		Date II Ser	vice	Units	\$ Total Organization	n	Service Creation	n Time			
D Notifications	R B	08/16/2024 She	iter Night	1.00	\$0.00 (CSA) Stanis	slaus County Community Services Agency	08/16/2024 2:18	PM			
Photo	-										
Le Veteran											

Select Add a New Current Living Situation in the top right corner of the page. You will be prompted to answer the questions below. If a Current Living Situation is Temporary, Institutional, or Permanent, you will be asked additional housing status information. This will determine and verify imminent and at-risk of homelessness status based on HUD's definition of homelessness.



Once completed, you will return to the CLS screen in the previous step. You will be able to see the CLS you completed as well as and additional CLSs. Note: if are only able to see your organization's entered CLSs (except for Coordinated Entry entries). For Coordinated Entry, if a CLS is not added within 90 days, the enrollment will be auto exited.

Q Search	Consts / Consts / Durrent Living Shudian	0 () ()
(CSA) Stanislaus County Community	Dasper King Ansr/Sriveri Ansr/S	
Services Agency	Current Living Situation	< 🖶
_Modesto Users 2020	All of the clerent's current living situation history is displayed in the list below. To view or edit one, click Edit Current Living Situation to the left of the record you would like to change. If you want to add an item, click the Add New Current Living Situation button at the top of the screen.	ituation
Client Dashboard		_
11 Intake	i hesut tsona.	
Day Center Entry	Internation Date Enforment Current Living Situation	
e Profile	C2 08/19/2024 08/14/2024 - CSA TEST ES Emergency shelter, including hotel or motel paid for with emergency shelter voucher. Host Home shelter	
. Edit Client		
ID Card		
Alias History		
D Address History		
Case Managers		
Case Notes	You can edit a CLS here	
Client Files		
Current Living Situation		
E Document Check		
Samily History		
Information Release		
Information Release Exceptions		
Interested Others		
D Notifications		
En Photo		
Veteran Information		
> 🗀 Common		Cancel

During Program Enrollment Update & Annual Assessments

During Program Enrollments are completed to capture changes to the client's Health Insurance, Income, Domestic Violence, Barriers, or Move-In Date. For children, you will be asked to update their Health Insurance and Barriers. This must also be completed for any child who turns 18 during the enrollment. Additional information will be asked including Prior Living Situation, Veteran Status, and Income.

Annual Assessments must be recorded if an individual and/or child has been enrolled in the project for 365 days or more. This must be completed 30 days before or 30 days after the anniversary of the Head of Household's project start date.

Begin on the client's Dashboard and select the action button on the enrollment you would like to complete the update.

Q, Search	Clients / Jasper King's Dishboard		1	о Ф	8
(CSA) Stanislaus County Community	Jasper King Man (Bey, If child) Calentitu 4 m C 8/15/1961 53033				
Modesto Lisers 2020	Jasper King's Dashboard				
	Jasper King's Information			ß	
Q Find Client	STANISLAUS TEST				
Day Center Entry Profile Common Assessments Other Assessments Enrollment and Services	Name King, Japper James II Birth Oate Bi		Aş	r e 63	
rollment and rvices HY Assessments	Jasper's Enroliments			ß	
DAT lessments rdinated Access ad-Only)	Install found. Enrollmant Active Household Description Members Household Type Project Start Date II Housing Mow-In Date Project Exit Date II Case ID EnrollD II Days Enrolled Exit Destination	Organization La	ast Assessed	Program '	Туре
	✓ Active ✓ Enrogency Shafter - Entry Exit ④ C4A TEST ES 2 Household without Children 08/14/2024 94515 13/637 Ø Active Adversaments	(CSA) Stanislaus County Community Services Agency 8/1	/14/2024	0	
	Exit the Enviolment During Program Enrollment Update and Annual			ß	
	Edit Project Entry Workflow Assessments are both updated here Assessments				
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You see the Enrollment Screen; showing you who is currently in the enrollment. After you select No Changes, you will be asked to select the type of Assessment. Select the appropriate Assessment. Note: Each assessment asks different questions. Please ensure you have selected the appropriate Assessment.

X	Q Search	Clients	🥦 A 🖱 🖷
* ?	(CSA) Stanislaus County Community Services Agency	Assessment For Jargent King Man (Bey, If chief) 53033 Q Classific Signal	
	_Modesto Users 2020	© Errolment	
8	Q, Find Client	Note: if you have more than one individual	
44	Client Dashboard	e Type of Assessment enrolled in the project, you will be asked if you	
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	> 🗅 Other Assessments		
	> 🗅 Enrollment and Services		
	> 🗅 RHY Assessments	New During Program Enrollment/Update	
	> 🗅 SPDAT Assessments	Type of Assessment	
	Coordinated Access	New Annual Assessment	
	(read-only)		
		Select the appropriate type of assessment	
Ø			

Coordinated Read Only Access

Coordinated Read Only Access allows for Users to see if client's have been or are currently enrolled in other projects. This information can be useful in determining case management collaboration, to avoid overlapping enrollments, or to see if a client is enrolled in Coordinated Entry. You will be unable to view the assessments completed by the organizations.

Q Search	Clients / Er	rollments							ء 🐔	2 🛱 🕪			
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		Enrollment Description	Case Members	Project Start Date II	Housing Move-In Date	Exit Date 11	Exit Destination	Organization					
	∨ Curren	CSA TEST ES	2	08/14/2024				(CSA) Stanislaus County Community Services Agency					
	۹	CCD SSVF HP	1	07/26/2024				Catholic Charities Diocese of Stockton					
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Sarch C Durity / Freemants Image: Second Sec	Section S	Sector • Sector • Control • Internet • C			

Pause Your Workflow

If you need to walk away from your screen and you are in the middle of a workflow, you may "Pause" a workflow by clicking the pause button located on the left-hand side of your screen. The feature will allow you to pause your workflow and return to it later. You will receive a notification indicating your workflow has been paused successfully.

🖹 Sign	in to ClientTrack 👔 HMIS Data Standar	🗅 Oracle PeopleSoft S 😕 Stanisla	us Home 🧹 Vector Solutions 🕅	' HMIS 🕒 Eva 🐨 HMIS Lead Webinar 🔤 HM	clienttrack.eccovia.com	n says	ble Color Pal 🁔 HMIS Lea	d and Syst 🕄 Random Name Gen 🏠	3.917A+LOT+Help 💉 Visio-Proir Living Si	
)ř	Q Search	Clients			The workflow was paused	successfully!	OK			🥦 ¢ 🛎 🕫
 	(CSA) Stanislaus County Community Services Agency Modeste Users 2020 Q. Find Client []] Client Dashboard []] Intale @ Day Center Entry > Profile	Intake 2024 (3322/HS89) * • • • Basic Client information • Family Members • Program Enrolment I Patter * Cancer	Asper King //t///961 AUD Program Enroll Cancel you Prease select all the clent The Project Start Date is: - For Street Outrade - For Street Outrade	Initial 53033 A E 22 ment r workflow here ts you are enrolling. Applieds - it is the date of first contact with there - it is the neght the client first stayed in directificity of each stay for a specified period directificity of each stay for a specified period directification of from the enformation of enformation enformation enformation of from the enformation of enformation enformation of enformation e	the client. the shelter for the con od. nt moves into the resis - It is the date follow	secutive shelter period from er dential project (Le. first right in gapplication that the client with thesis for admission for exemp	itry to exit. Night by night shelte residence), as admitsel into the project. To To	Notificati workflow	on of paused	w clients to re-enter as necessary
	Common Assessments Content ar Convices RHY Assess RHY Assessments Assessments Coordinated Access (Read-Only)	ause your orkflow here	documentatii 2. The client Na 3. The client Na • For all other types of service. Household <i>Except fram the HMIS Dat</i> dwelling unit if they were h	on may not yet have been gathered is indicated they want to be housed in this pro- able to access services and housing through of Service projects including but not limited to a Standards Manual'A household is a single ocued)."	oject the project. The expec o: services only, day sh Projec individual or a group of	tation is the project has a hous letter. homelessness prevention ct.* CSA TEST ES	ing opening (on-site, site-based v, coordinated assessment, healt o a continuum project for assista	scattered-site subsidy) or expects the care it is the date the client first i	to have one in a reasonably short amount of tim segan working with the project and generally rec welling unit (or, for persons who are not housed.	e elved the first provision of who would live together in one
			Name	Gender	Age	Project Start Date	Exit Date	Case Manager 🚺	Relationship to Head of Household	
			King, Jasper 3	James III Man (Boy, if child)	63	MM/DD/YYYY	MM/DD/YYYY		Q SELECT	v
Ø										O Sa

If you are timed out while in the middle of a workflow, review your paused operations to see if the system saved your place before completing a new workflow. Please note, if you move past the HUD Program Enrollment screen, the client will be enrolled in the project. This will result in missing data. If this enrollment shows up on their dashboard and you made a mistake, please reach out to HMIS.

Ø	Q, Search	< Home				🥦 A 🛎 🛛
æ ?	(CSA) Stanislaus County Community Services Agency	Stephanie Hand (CSA) Stanislaus County Cor Paused Operations	mmunity Services AgencyModesto Users 2020	0		
	_Modesto Users 2020	Paused Forms				
	🖽 User Dashboard	The list below displays the forms y	you've paused. You can either resume the process when	e you left off, or purge the paused operation from the system.		
-	Data Explorer	Identification		Form Description	Step	Paused
☆	 Current Enrollments w/ Most Recent Assessment 					
		Paused Workflows				
	My ClientTrack	The list below displays the workflo	ows you've paused. You can resume the process where y	ou left off; restart the workflow, merging in changes made in the desi	gner; or purge the paused workflow from the system.	
	Case Load	Show completed worknows	Description	Workflow	Step	Paused
	Entry By Name List (BNL)	× € ◀	HMIS 2014 Program Data	King, Jasper James III	Program Enrollment	Aug 16, 2024 12:07 PM
	HHIP Reporting	► © ×	HMIS 2014 Program Data	King, Jasper James III	Basic Client Information	Aug 16. 2024 10:58 AM
	Bed and Unit Inventory	► 3 ×	HMIS 2014 Program Data	Lopez King, Jesus Michael	Add or Edit	Jul 25, 2024 12:38 PM
	Multiple Clients	► 10 ×	Day Center Entry		Scan Client	Jul 23, 2024 6:11 PM
	My Information	▲ ·				
	🧟 My Team					
	 Change My Password 					
	③ Paused Operations					
	₩ Submitted Issues					
	> Day Center Administration	Select resu	me, restart, or			
	Croup	cancel your	workflow here.			
	> 🛟 Global Administration					
0						🗙 Cano

Report Issues

If you are experiencing difficulties logging into HMIS, please email <u>hmis@stancounty.com</u>.

If you are experiencing difficulties while in HMIS, please submit an issue ticket in ClientTrack.

Q Search	Clients / Jasper King's Dashboard						۰ 💦
(CSA) Stanislaus County Community	Jasper King 8/15/1961 Man (Boy, if child) Clientic 5303	33 4 📾 13					
Services Agency	Jasper King's Dashboard						
_Modesto Users 2020	Jasper King's Information						ľ
Q Find Client D Client Dashboard 13 Intake	STANISLAUS TES	т					
 Day Center Entry Profile 		Name: King, Jasper Jam Gender: Man (Boy, if child	es III	Birth Date: 8/15/1961			Age 63
Common Assessments		Client ID: 53033		Race: Asian or Asian American, Black, African A	merican, or African		
 Enrollment and Services RHY Assessments 	Jasper's Enrollments						ß
SPDAT Assessments	Enrollment Active Household Description Members	d Household Type Project Start Di	ite 🞼 Housing Move-In Date	1 result found. Project Exit Date 1: Case ID EnrollD 1: Days Enrolled Exit	Destination Organization	Last Assessed	Program
(Read-Only)	 Active Emergency Shelter - Entry Exit CSA TEST ES 	Household without Children 08/14/2024		94515 137837 2	(CSA) Stanislaus County Community Services Agency	8/14/2024	0
Ensur	e you generate the i	ssue on the page yo	u are				ß
exper	iencing your issue	Service	Units	No records found. \$ Total Greanization	Service Creation Time		
	Date 1x	Service	Units	ș lotal organization	Service Creation Time		

Select Report an Issue and complete the form with your issue information. You can also attach a file or screenshot to the issue ticket to help provide context. Enter Subject/Summary and add the specifics of your reason for contacting the HMIS Support in the body of the issue statement. Please be very specific when you submit an issue to limit the number of times HMIS support needs to reach out for clarification. If you have access to more than one Organization or Workgroup, please include which you are working in (you can hover over your name to see which you are in).

DO NOT send client full names, dates of birth or social security numbers via email or to the HMIS Support. Identify clients using their unique ClientID.

You will receive an email with a ticket number once it has been submitted to the System Administrator, describing your issue.

N	no-reply@clienttrack.com
	To: Stephanie Hand
Son	ne content in this message has been blocked because the sender isn't in your Safe senders list.
	*** WARNING: This message originated from outside of Stanislaus County. DO NOT click links or open attachments unless you recognize the sender and know the content is safe ***
	Your issue has been submitted to your local administrator and given the ID ModestoTest-11973.
	https://www.cienttrack.net/Modesto lest/link/DefectTracking/EditDefect.aspx? GDefectUP_ModestDract 1923
	Objectib-modestorest-mora
	Copyright © 1903 - 2021 Eccovie - All Rights Reserved

View and Respond to Issues

You will receive an email if the HMIS team has left a note on your issue ticket. This is how we will ask for any clarification or ask you to verify the change has been made. To go back to view your issue, go to My Submitted Issues. You can view/edit each submitted issue you have submitted.

Ø	Q Search	Home / My Submitted	Issues					R 1	¢ 🗇 🕩
40 ?	(CSA) Stanislaus County Community Services Agency	Stephanie Hand (CSA) Stanislaus	s County Community Services AgencyModesto Users 202 UBS	20 []				× 0 B	
	_Modesto Users 2020	Issues include probler	ms, questions, or suggestions submitted by a user about Client1	Track. These issues can be created by clicking help anywh	ere throughout ClientTra	ack. Any issues you have su	bmitted through the "Help & Support" system are d	lisplayed below. Use the Status list to filter results.	
•	 User Dashboard Data Explorer 			Issue Status: Closed					
☆	Current Enrollments w/ Most Recent Assessment			Fixed, Venity Needed New Moliling for December	2 results found.				
	🗸 🤱 My ClientTrack		Issue #	Submitted Date 41	Туре	Summary	Status	Assigned To	
	Case Load	C.	ModestoTest-11973	08/16/2024	Issue	Remove Enrollment	New	Not Assigned	
	Entry By Name List (BNL)	ß	ModestoTest-11971	07/24/2024	Issue	Slow to load	New	Not Assigned	
	HHIP Reporting						T	↑	
	Bed and Unit	<u>}</u>							
	Quick Services - Multiple Clients		Edit/View your issue here				\[\] \[
	My Information								_
	🤱 My Team						See the summary, s	status and who the	
	 Change My Password 						issue is sectored to		
	Paused Operations						issue is assigned to		
	E My Submitted		\//	and the second second					
	> Day Center Administration		view every issue you hav	e submitted					
	Croup								
	> 🎝 Global Administration								
0									Cancel

Once you open your submitted issue, you can view or add another note or mark that the issue has been fixed. You can only mark the issue as fixed if you have verified on your end. Please make sure you are reviewing your submitted issues regularly.

X	Q Search	Issues	🅦 A 🛎 🕫
-	(CSA) Stanislaus	← Issue ModestoTest-11973 TEST Remove Enrollment	internal & H
?	County Community Services Agency _Modesto Users 2020	Details Platic an enrolment on the wrong client. Can you please remove the CSA TEST ES enrollment for client 53033 case ID 94515.	Assigned - Para 3 - Submitted by Stephanie Hand
8 4	Advanced Issue Management Manage Issues	Attachments + Koattachments	Friday, August 16, 2024 Assigned To
슯	Q Issue Search		Stephanie Hand *
	 Internal Issues My Assigned Issues My Submitted 	Notes + Stephania Hand 226 PH Any notes that have submitted by the HMIS team or you will be listed here	Interested Add an interested person
	Taska Delated to	※ B / U # Rubik ▲ ・ 语 语 臣 = Ⅲ - ∞ 図 X ?	
	 Tasks Related to the Selected Issue My Time Entry for Selected Issue 	Add a new note Assign the issue Click here to atta Clock the results Clock the resul	
		Cancel Cancel	
Ø		If you add a note, you can save the note or save and update the status of the note	

Add Services

Currently, RRH, SSVF, RHY, and PATH projects are required to enter services into HMIS. However, any project can track services. You can track If you operate one of those projects, after completing an enrollment for a client, you can document services associated with the project enrollment two ways:

#1 From the Client Dashboard by clicking on the Client's Services on the bottom of the page.

#2 From the Client Dashboard, navigate to the Enrollment and Services tab and go to Services.

X	Q Search	Clients / Jasper King's Dashboard	R.	6 ¢	•
e	(CSA) Stanislaus County Community	Jasper King 8/fs/r/bot Man (Boy, if child) ClientID 53033 0 0 0			
?	Services Agency	Jasper King's Dashboard			*
8	_Mobesto 05ers 2020	Jasper King's Information		ß	
8	Q Find Client				
	1 Client Dashboard	STANISLAUS TEST			
ជ	🕑 Day Center Entry	Name King, Jaspir James III Birth Date 8/15/1961	Age	63	
	> 🚨 Profile	Gender Man (Boy, if child)			
	Common Assessments	Client ID 53033 Race Asian or Asian American, Black, African American, or African			
	> 🗅 Other Assessments				
	Enrollment and Services	Jasper		R	
	 Determine Referral Eligibility 	/ #2			
	Enrollments	Tresult found.			
	Program	Description Members Household Type Project Start Date II: Housing Move-In Date Project Exit Date II: Cess ID EnrollDI [] Days Enrolled Exit Destination Organization Last A	kssessed Pi	rogram Typ	pe
	Eligibility and Availability	V Active Venergency Shelter - Entry Exit			
	Quick Services	CSA TEST ES 1 Househol without Children 08/14/2024 94/15 137637 2 (ICSA) Starnistaus County Community Services Agency 8/14/2	8024 0		
	Services				
	CE Services	Jasper's Services		ß	
	> C RHY Assessments	#1			
	Assessments	Date I: Service Units \$ Total Organization Service Creation Time			
	Coordinated Access (Read-Only)				
				-	
0					

Select Add New Service. You will attach the service to an enrollment. The Date will Default to the date you are entering the service, make sure you change if needed. If the enrollment is already closed, you will not see an option under Enrollment, make sure you change the service date to a date during the active enrollment or you will get "Option not in the list" and the service won't be attached or show up on Federal Reports. Tip: Change the service date first so the active enrollments will accurately show, and you can visually see it is attached. There are many services in the service tab, however, if your organization would like to add one, please reach out to the HMIS team.

N.	Nome Search	Clients / Jasper King's Dashboard / Client Services / Service		🥦 ¢ 🛎 👳
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r E	_Modesto Users 2020	Make sure you scroll		< 0
в	Q Find Client	down to view the	28.	
-	[1] Client Dashboard	services under your	Family Income:	
☆	13 Intake Ø Day Center Entry	correct project type.	Income Family Income Family Members Poverty Level % of Poverty \$290.00 \$290.00 1 \$1255.00 2311 %	
	> 💄 Profile	Enrollment	08/14/2024 - CSA TEST ES 💌	
	> 🗅 Common Assessments	cant:	SELECT V	
	> 🗅 Other Assessments	Service :*	Shelter Night v Location: CSA	
	Enrollment and Services	Units Of Measure: *	Dollars If you select dollars, enter	
	 Determine Referral Eligibility 		Ocunt an amount below.	
	Enrollments	Units:*	1.00	
	Housing Program	Unit Value: *	\$0.00	
	Eligibility and Availability	Total:	\$0.00	
	 Quick Services 	User Performing the Service:	Stephanie Hand Q	
	A+ Referrals	Comments:		
	Services		You can add more information in the comments	
	CE Services		include check numbers for financial services	
	RHY Assessments SPDAT Assessments			
	Coordinated Access (Read-Only)			

You can view entered services the same way you add a new service. You are also able to edit a service. If you need a service deleted, please submit an issue ticket with the service type, the date, and the reason for removal.

)ĭ	Q Search	Clients / Jasper King's Dashboard	۹ 🍋	()
۳	(CSA) Stanislaus County Community Services Agency _Modesto Users 2020	Jasper King Man (Boy, if child) ClientID Q III ClientID 8/15/1961 530333 Q III ClientID ClientID		
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*	Client Dashboard	STANISLAUS TEST		
Ŷ	 Day Center Entry Profile Common Assessments Other Assessments 	Name King, Dasper James III Birth Date 8/15/1961 Gender Han (Boy, if child) Client ID 53033 Race Aslan or Aslan American, Black, African American, or African	Age: 63	
	C Enrollment and Services O Determine Reforral Eligibility Enrollments Housing	Jaspar's Enrollments	ľ	
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	 ▶ SPDAT Assessments ▶ ↑↑ Coordinated Access (Read-Only) 	Date II Service Units \$ Total Organization Service Creation Time 06 0816/2024 Shetter Night 1.00 50.00 (CSA) Stanistics County Community Services Agency 0816/2024 2.18PM		
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Stanislaus County HMIS Client Informed Consent and Release of Information

Stanislaus County HMIS Client Informed Consent and Release of Information

The Stanislaus County Homeless Management Information System (HMIS) is a shared database and software application which confidentially collects, uses, and shares client-level information related to homelessness in Stanislaus County. On behalf of the Turlock/Modesto/Stanislaus County Continuum of Care ("CoC"), HMIS is administered by the Stanislaus County Community Services Agency (CSA) and Stanislaus' HMIS Vendor, Eccovia Solutions/ClientTrack. Clients must consent to the collection, use, and release of their information, which helps the CoC's homeless service providers provide quality housing and services to homeless and low- income people.

Client information is collected in HMIS and released to housing and homeless service providers (each, a "Partner Agency," and collectively, the "Partner Agencies"), which includes community-based organizations, non-profit organizations and government agencies. Partner Agencies use the information in HMIS: to improve housing and services quality; to identify patterns and monitor trends over time; to conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; to enhance inter-agency coordination; and to monitor and report on the delivery, impact, and quality of housing and services.

Client information is protected by limiting access rights to the database and by limiting the parties to whom the confidential information may be released, in compliance with federal, state, and local regulations governing the confidentiality of client records. Each person or agency with access rights to HMIS, or to whom client information is released, must sign an agreement to maintain the security and confidentiality of client information. Upon any violation of the agreement, access rights may be terminated, and the person or agency found to be in violation of the agreement may be subject to further penalties.

BY SIGNING THIS FORM, I AUTHORIZE THE FOLLOWING:

- I authorize CSA, Eccovia Solutions/ClientTrack, the CoC, the Partner Agencies, and their authorized agents and
 representatives to collect, use, and share basic information about me. I understand that the Partner Agencies may
 change over time, and that a current list of Partner Agencies has been provided to me. I also understand that I may
 request a copy of this form be provided to me. This form may not be amended or modified except on approval of the
 Stanislaus CoC. I understand that I may view an updated list of Partner Agencies at any time or view the list at:
 http://www.csa-stanislaus.com/hmis/#_participating_agencies
- I understand that the collection, use, and release of this information is for the purpose of assessing my needs for housing, counseling, food, utility assistance, or other services.
- I understand that I may cancel this authorization at any time by written request, but the cancellation will not be retroactive (No records in the system will be removed from the HMIS databased and will remain accessible to the limited number of organization(s) that provided you with direct services).
- I understand that I have the right to view my HMIS record and will have a report prepared within 10 working days from my written request.
- I understand that if I refuse consent to share this information, I cannot be denied services unless I am being enrolled in an SSVF program.
- This release expires 18 months from the date signed below.

BY INITIALLING THE BOX BELOW, I FURTHER AUTHORIZE the following information to be entered into the Stanislaus County HMIS and shared between partner agencies:

Identifying Information: Name, Social Security Number, Date of Birth, Gender, Ethnicity & Race, Marital & Family status, Household Relationships, Phone Numbers, and Address¹ or other similar identifying information. If I do not initial the box below, I do not consent for this information to be entered in the Stanislaus County HMIS.

Client Initial	

BY INITIALLING THE BOX BELOW, I AUTHORIZE the following additional information to be entered in the Stanislaus County HMIS and shared between Partner Agencies to better prioritize my needs and improve the social and housing services provided to me. By initialing the spaces in the two tables below, I authorize that the information or records entered into the Stanislaus County HMIS and shared with Partner Agencies and may include the following specific types of protected personal information (PPI) and protected health information (PHI). If I do not initial the box(es) below, I do not authorize the specific type of information to be shared with Partner Agencies.

• PHI:

- o Medical information included in my responses to questions asked as part of the standard HMIS intake.
- HIV/AIDS-related information included in my responses to questions asked as part of the standard HMIS intake.

 Mental health information included in my responses to questions asked as part of the standard HMIS intake and identification as a client receiving mental health services from Behavioral Health and Recovery Services or another Partner

Agency.

Substance abuse treatment information included in my responses to questions asked as part of the standard HMIS intake and identification as a client receiving substance abuse or alcohol treatment from Behavioral Health and Recovery Services or another Partner Agency.

Client Initial	
Chefit mitial	

• Additional Information to Improve Service Delivery:

o My photograph or other likeness

• Financial and benefits information (including: employment status, income verification, public assistance payments or allowances, food stamp allotments, health care coverage, or other similar financial or benefits information).

 ${\rm o}$ Housing information, including history and housing related issues.

- Information about services provided by HMIS Partner Agencies (including: date, duration, and type of service; and other similar service information)
- o Other (specify):_____

Client Initial	

¹ This list of identifying information references the HUD Required Data Elements regarding Basic Demographics.

I UNDERSTAND THAT:

- My PPI and PHI are protected by federal, state, and local regulations governing the confidentiality of client records. My information cannot be released without my written consent, except to the extent that the regulations provide otherwise.
- Auditors or funders who have legal rights to monitor or review the work of one or more Partner Agencies, including the U.S. Department of Housing and Urban Development, may view my PII and PHI in the ordinary course of their work.
- Eccovia Solutions/ClientTrack serves as the System Administrator for the Stanislaus County HMIS.
- To the extent that authorized agents and representatives of Eccovia Solutions/ClientTrack perform work on HMIS, they may view my information in the ordinary course of their work.
- Partner Agencies and their authorized agents and representatives who use HMIS to research and write reports have signed agreements to maintain the security and confidentiality of client information.
- Use of my likeness in a photograph will be viewable by the Partner Agencies and their authorized agents and representatives. The photograph may be cropped or edited as needed.
- I understand that medical, HIV/AIDS, mental health, and drug and alcohol records are protected under various federal and state regulations, including California Welfare and Institutions Code Section 5328, Confidentiality of Medical Information Act, California Civil Code Section 56.10 (CMIA), the Health Insurance Portability and Accountability Act, 45 C.F.R., parts 160 and 164 ("HIPAA"), and the Federal Regulations Governing Confidentiality of Drug Abuse Patient Records, 42 C.F.R., Part 2, and cannot be disclosed without my written consent unless otherwise permitted by law.
- I expressly authorize my information disclosed pursuant to this Consent to be further disclosed by the recipients listed above for the purposes of assessing my needs for housing, counseling, food, utility assistance, or other services as part of the work of the CoC and HMIS.

SIGNATURE

Date: Time _____AM/PM

Signature of Client/Parent or Representative:

If signed by a person other than the client, indicate relationship:

Print Name:

Child/Children's Name Covered under this ROI:			

Page 3 of 3

Stanislaus County HMIS Client Denial of HMIS Consent

Stanislaus County HMIS Client Denial of HMIS Consent

Very limited personal information may be entered:				
I give (Agency Name) permission to enter only the following very limited personal				
information into the Stanislaus County HMIS data	a base.			
In the System:	Not in the	e System:		
Last 4 digits of Social Security Number (if provided)	Name (if provided)			
Gender (<i>if provided</i>)	 Social Security Number (if pro 	ovided)		
• Date of Birth (if provided)	Last Permanent Address (if p	rovided)		
Phone Number (if provided)				
(Please Choose	and Check One of the Following	Boxes)		
No personal information may be e	ntered:			
I do not give (Agency Name) permission to enter any identified personal information about me into the Stanislaus County HMIS data base. This also means that I do not give permission to this agency to share any information about me in the Stanislaus County HMIS data base.				
In the System:	Not in the System:			
No Personal Information	 Name (<i>if provided</i>) Social Security Number (<i>if provided</i>) Gender (<i>if provided</i>) Day, Month, and Year of Birth (<i>if pro</i> Last Permanent Address (<i>if provided</i>) Phone Number (<i>if provided</i>) 	vided))		
I understand that I will be able to get the same servinformation about me into the Stanislaus County H	vices from this agency whether I all MIS or not.	ow them to enter identified person		
Client or Guardian Signature	Relationship to Client	Date		
Print Client or Guardian Name				
Agency Witness Signature	Print Name	Date		
"Client Denial of HMIS Consent" Approved 12/2005 SUSS	C Exec Comm & HACS Version 1 12/2005	1		

Stanislaus County HMIS Client Revocation of HMIS Consent

I hereby revoke permission for this partner agency in the Stanislaus Community System of Care Collaborative to share my personal information and information regarding my family in the Stanislaus County Homeless Management Information System (HMIS). I understand that my information will remain in Stanislaus County HMIS as part of the nonidentifying data collected on homeless services provided through the Stanislaus Community System of Care Collaborative.

I understand that this revocation will become effective immediately upon receipt of my signature and I will continue to receive services.

Client Name (Please Print)	Client Signature	Date
Executed at:		
Name of Partner Agency	Date	
Agency Personnel Name (Please	<i>Print)</i> Agency Personnel Sig	gnature

'Client Revocation of HMIS Consent", 08012017

Stanislaus County HMIS Client Privacy Rights

Stanislaus County HMIS Client Privacy Rights



This notice describes how HMIS Partner agencies will use and protect the information about you that they put into the Stanislaus County HMIS computer system and your rights to decide who they can share your information with.				
 Information you provide to this agency will be entered into the Stanislaus County HMIS computer system, unless you tell them you do not want it to be. (Excluding SSVF Programs). You will receive the same services, whether or not you allow your personal information to be entered into the Stanislaus County HMIS. (Excluding SSVF Programs which are required to provide). Your personal information that is in the Stanislaus County HMIS will not be shared with any other people or organizations, even other Stanislaus County HMIS Partner Agencies, unless you say it can be. (Excluding SSVF Programs, will be shared with the US Department of Veteran Affairs). Your personal information that is in the Stanislaus County HMIS will not be shared with any government agencies except as required by law. Information in the Stanislaus County HMIS is used to improve services for our clients. 				
YOUR RIGHTS & CHOICES	 You have the right to refuse to provide personal information, or to stop this agency from entering your personal information into the HMIS computer system. (Excluding SSVF Programs, required). You have the right to decide what personal information can be shared about you in the Stanislaus County HMIS, and who it can be shared with. (Excluding SSVF Programs, required). You have the right to change your mind about what personal information about you this agency has in the Stanislaus County HMIS, what types of information about you they can share, and who they can share it with. You must notify this agency in writing if you change your mind. (Excluding SSVF). 			
CONTACT	Stanislaus County HMIS Project c/o Stanislaus Community Services Agency 251 Hackett Rd, Modesto, CA. 95358 <u>HMIS@stancounty.com</u> www.csa-stanislaus.com	[Agency Name] [Agency Address] [Agency Phone]		

"Stanislaus County HMIS Client Privacy Rights", Version 3, 07232020 LF

Stanislaus County HMIS Consumer Notice

Stanislaus. Community System of Care Homeless Management Information System

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED ANDHOW YOU MAY GET ACCESS TO THIS INFORMATION

Our Duty is to Safeguard Your Protected Information

[Agency Name] collects information about who uses our services. We will ask you for your written or verbal permission to enter the information we collect about you and your family into a computer program called the Stanislaus County Homeless Management Information System (HMIS). We are required to protect the privacy of your identifying information. We must give you a

notice about how, when, and why we may use or disclose any information you share with us. We are also required to follow the privacy practices described in this Notice, although **[Agency**]

Name] reserves the right to change our privacy practices and terms of this Notice at any time. You may request a copy of this Notice from any participating Stanislaus County HMIS Agency.

How We May Use and Disclose Your Information

Data collected is used and disclosed for reporting on homelessness and services needed by those who are homeless. Information that could be used to tell who you are will never be used for these reports. We will not turn your information over to a national database. We must have your written or verbal consent to use or disclose your information unless the law permits or requires us to make use or disclosure without your permission. **Please** review the <u>Client Informed Consent and Release of Information</u> for details. You must sign or give verbal consent before we can use your information, but you do not have to sign or give verbal consent in order to receive services.

The policy may be amended at any time and amendments may affect information obtained by the Agency before the date of the change. An amendment to the privacy notice regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated.

Your Rights Regarding Your Information

- You have the right to get services even if you choose **NOT** to participate in HMIS.
- You have the right to ask for information about who has seen your information.
- You have the right to see your information and change it if it isn't correct.

For more information, contact: Stanislaus County HMIS at (209) 558-3676 or (209) 558-2381

"Consumer Notice" V2 07232020 LF