

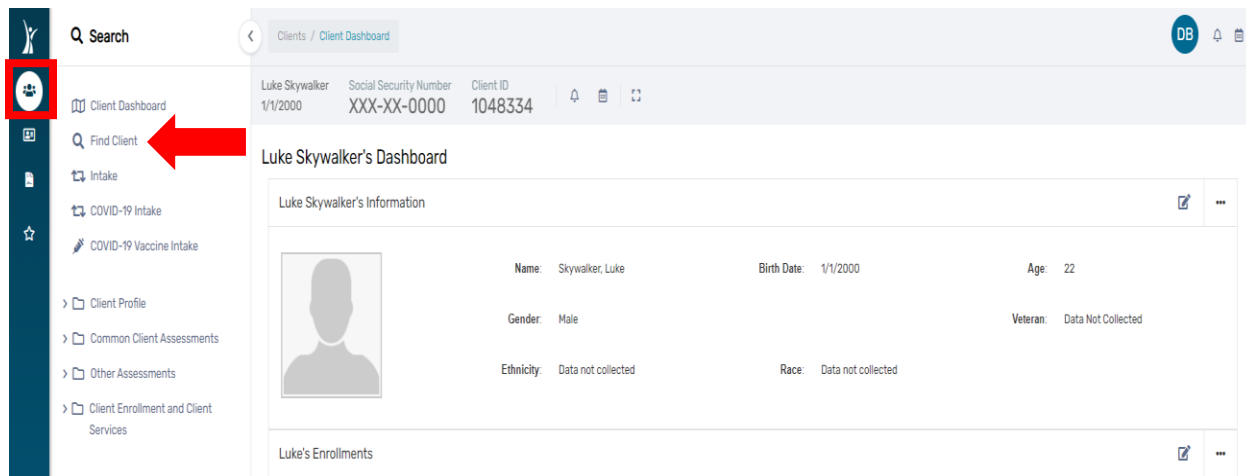
How to Guide

Updating “Current Living Situation” to record a “Contact Service” HMIS PATH Projects

The “Current Living Situation” must be recorded in HMIS to include a “Contact Service” for each interaction with a PATH client. Below is the excerpt from the 2022 HUD Data Standards Manual explaining the process.

“In addition to the Universal Data Elements, street outreach projects are expected to record every contact made with each client in the HMIS via data element 4.12 Current Living Situation (formerly "Contact"). A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts include activities such as a conversation between the street outreach worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A Current Living Situation (4.12) must be recorded anytime a client is met, including when a Date of Engagement (4.13) or Project Start Date (3.10) is recorded on the same day.”

1. From the “Home” workspace in HMIS:
 - a. Click on the “Clients” icon and then the “Find Client” tab to search for an existing Client record in HMIS as shown in the image below.



2. Once the Client is located, select the client to go to the “Client Dashboard” screen.

Q Search

Clients / ClientTrack Form

DB

Client Dashboard

Find Client

Intake

COVID-19 Intake

COVID-19 Vaccine Intake

Client Profile

Common Client Assessments

Other Assessments

Client Enrollment and Client Services

Luke Skywalker 1/1/2000 Social Security Number XXX-XX-0000 Client ID 1048334

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name:

Last Name:

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Client ID:

Search

1 result found.

First Name	Last Name	Middle Name	SSN	Birth Date	Client ID
Luke	Skywalker		XXX-XX-0000	01/01/2000	1048334

Q Search

Clients / Client Dashboard

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Luke Skywalker 1/1/2000 Social Security Number XXX-XX-0000 Client ID 1048334

Luke Skywalker's Dashboard

Luke Skywalker's Information



Name: Skywalker, Luke Birth Date: 1/1/2000 Age: 22

Gender: Male Veteran: Data Not Collected

Ethnicity: Data not collected Race: Data not collected

Luke's Enrollments

2 results found.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
Active								
PH - Rapid Re-Housing								
My Fake Organization CoC RRH (RRH-R8)	1	11/07/2022	11/07/2022		1971923			11/7/2022
Exited								
Coordinated Entry								
Coordinated Entry (R1)	1	11/07/2022		11/07/2022	1971922	1971924	Data not collected	11/7/2022

3. Select the **“Client Profile”** tab located in the menu on the left side of the screen.
 - a. Next, select **“Living Situation.”**

Client Dashboard

Client Profile

Living Situation

Client Information:

- Name: Skywalker, Luke
- Birth Date: 1/1/2000
- Age: 22
- Gender: Male
- Veteran: Data Not Collected
- Ethnicity: Data not collected
- Race: Data not collected

Enrollments:

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID	Exit Destination	Last Assessed
Active								
PH - Rapid Re-Housing								
My Fake Organization CoC RRH (RRH-R8)	1	11/07/2022	11/07/2022		1971923			11/7/2022
Exited								
Coordinated Entry								
Coordinated Entry (R1)	1	11/07/2022		11/07/2022	1971922	1971924	Data not collected	11/7/2022

4. Select “Add New Current Living Situation”

ClientTrack Form

Add New Current Living Situation

Current Living Situation History is listed below and new or edit existing.

2 results found.

Information Date	Enrollment	Current Living Situation
11/07/2022	11/07/2022 - 11/07/2022 - Coordinated Entry (R1)	Data not collected
11/07/2022	11/07/2022 - 11/07/2022 - Coordinated Entry (R1)	Place not meant for habitation

5. Click on the “Enrollment” drop-down and select the corresponding **PATH** project.

Client Dashboard | Find Client | Intake | COVID-19 Intake | COVID-19 Vaccine Intake

Client Profile | Edit Client | Address History | Alias History | Case Managers | Case Notes | Client Files | Family Members | Interested Others | **Living Situation** | Notifications | Client Photo | Veteran Information | Paused Workflows

Client: Luke Skywalker (1/1/2000) | Social Security Number: XXX-XX-0000 | Client ID: 1048334

Current Living Situation

Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: 11/09/2022

Enrollment: -- SELECT --

Current Living Situation Information

Current Living Situation: -- SELECT --

Location Detail:

Record Contact:

6. Next, click on the **“Current Living Situation”** drop-down and select the Client’s current living situation from the drop-down list.

Client Dashboard | Find Client | Intake | COVID-19 Intake | COVID-19 Vaccine Intake

Client Profile | Edit Client | Address History | Alias History | Case Managers | Case Notes | Client Files | Family Members | Interested Others | **Living Situation** | Notifications | Client Photo | Veteran Information | Paused Workflows

Client: Luke Skywalker (1/1/2000) | Social Security Number: XXX-XX-0000 | Client ID: 1048334

Current Living Situation

Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: 11/09/2022

Enrollment: 11/07/2022 - My Fake Organization CoC RRH (RRH-R8)

Current Living Situation Information

Current Living Situation: Place not meant for habitation

Location Detail:

Record Contact:

7. Next, click the **“Record Contact”** checkbox

Client Dashboard
Find Client
Intake
COVID-19 Intake
COVID-19 Vaccine Intake

Client Profile
Edit Client
Address History
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Case Notes
Client Files
Family Members
Interested Others
Living Situation
Notifications
Client Photo
Veteran Information
Paused Workflows
Common Client Assessments
Other Assessments
Client Enrollment and Client Services

Current Living Situation

Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: 11/09/2022
Enrollment: 11/07/2022 - My Fake Organization CoC RRH (RRH-R8)

Current Living Situation Information

Current Living Situation: Place not meant for habitation
Location Detail:

Record Contact:

Contact Service Information

Contact Service: -- SELECT --
Location: -- SELECT --
Use Geolocation:
Comments:

8. Click on the “**Contact Service**” drop-down box and select the corresponding service.
9. Select “**Save**” in the bottom right corner of the screen.

Client Dashboard
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Intake
COVID-19 Intake
COVID-19 Vaccine Intake

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Current Living Situation

Record the Clients Current Living Situation information below. If desired record a contact by checking the Record Contact and filling out the information for the contact. Also other services can be recorded.

Information Date: 11/09/2022
Enrollment: 11/07/2022 - My Fake Organization CoC RRH (RRH-R8)

Current Living Situation Information

Current Living Situation: Place not meant for habitation
Location Detail:

Record Contact:

Contact Service Information

Contact Service: PATH - Contact
Location: -- SELECT --
Use Geolocation:
Comments:

Save Cancel

You have successfully updated the “Current Living Situation” with the required corresponding “Contact Service” for your PATH client.

If you need further assistance or have additional questions, please email the HMISHelpDesk@ihcda.in.gov