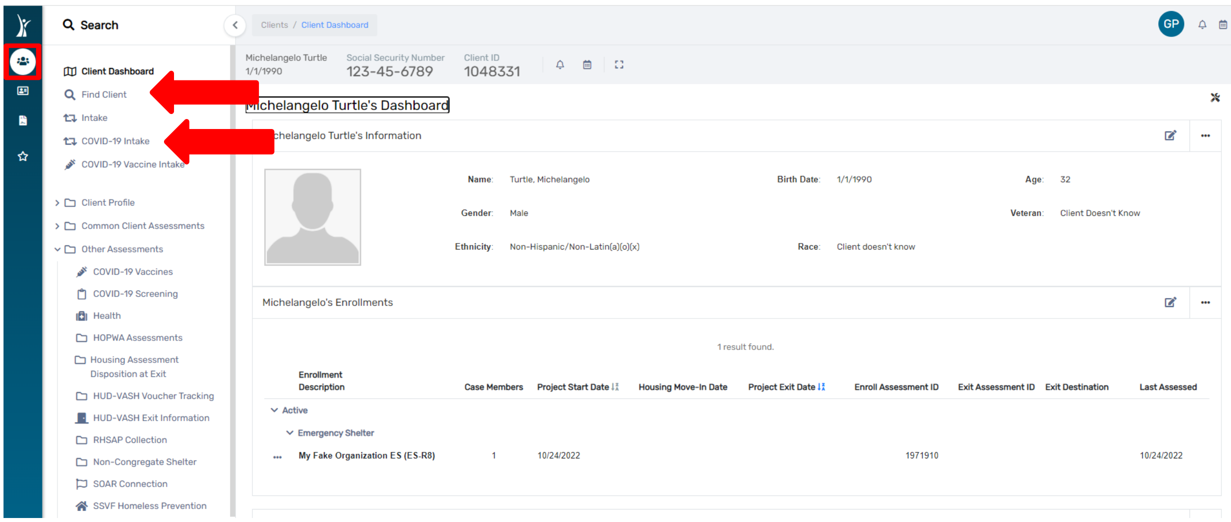
How to Guide: HMIS/DV CLIENTTRACK COVID – 19 Intake

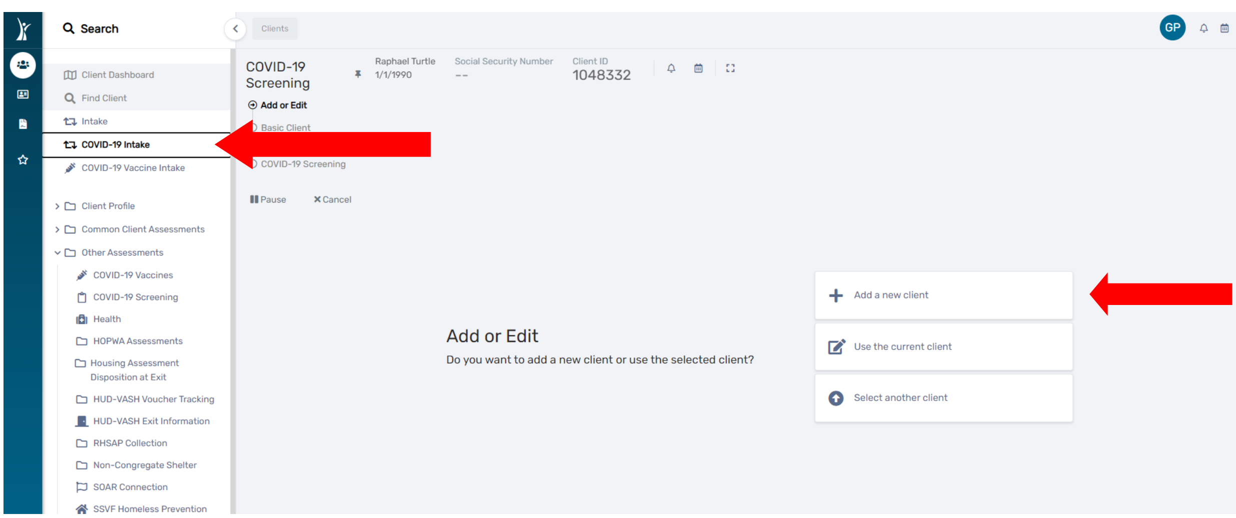
THE COVID-19 INTAKE FUNCTION IS FOR NEW HMIS/DV CLIENTTRACK CLIENTS ONLY! FOR EXISTING HMIS/DV CLIENTTRACK CLIENTS, PLEASE SEE THE "HOW TO GUIDE" FOR THE COVID-19 SCREENING ASSESSMENT.

From the **"Clients"** workspace: Complete a **"Find Client"** search to determine if the client has an existing HMIS/DV CLIENTTRACK record. If no existing client record is found, proceed to Step 1.

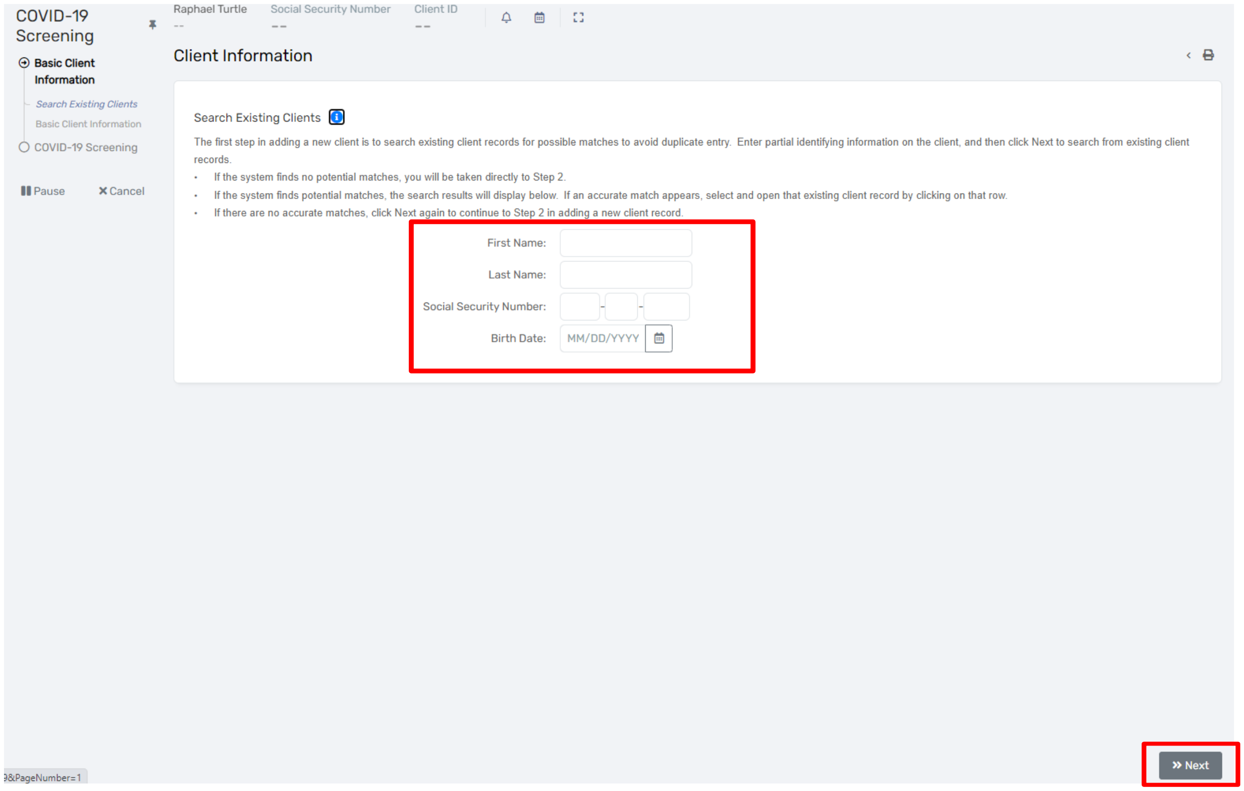
1. Select (click on) **"COVID-19 Intake"** located in the menu on the left-hand side of the screen.



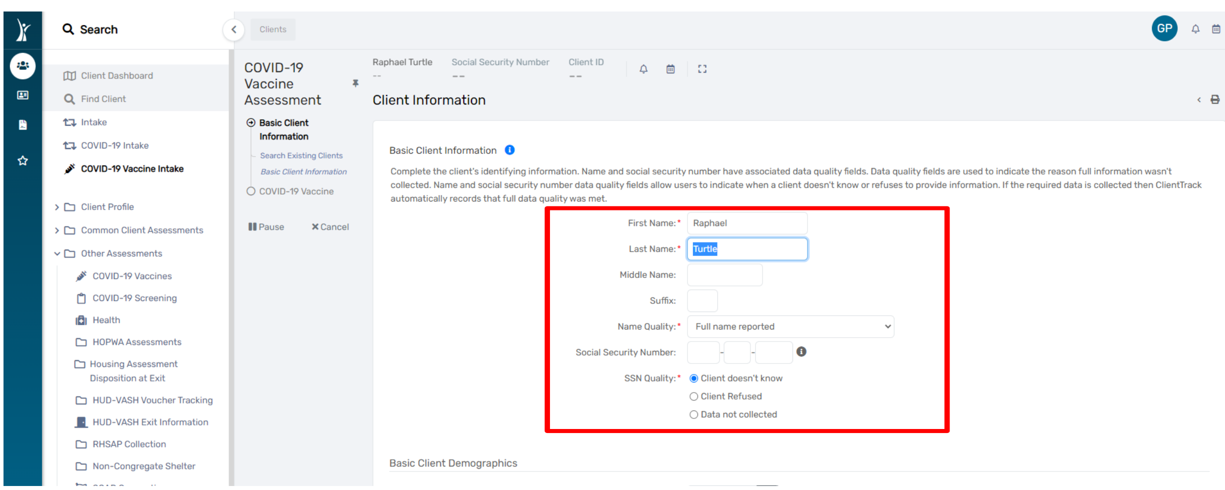
2. Select **"Add a new client"** to create a new **Client** record for a client with no existing HMIS/DV CLIENTTRACK record.



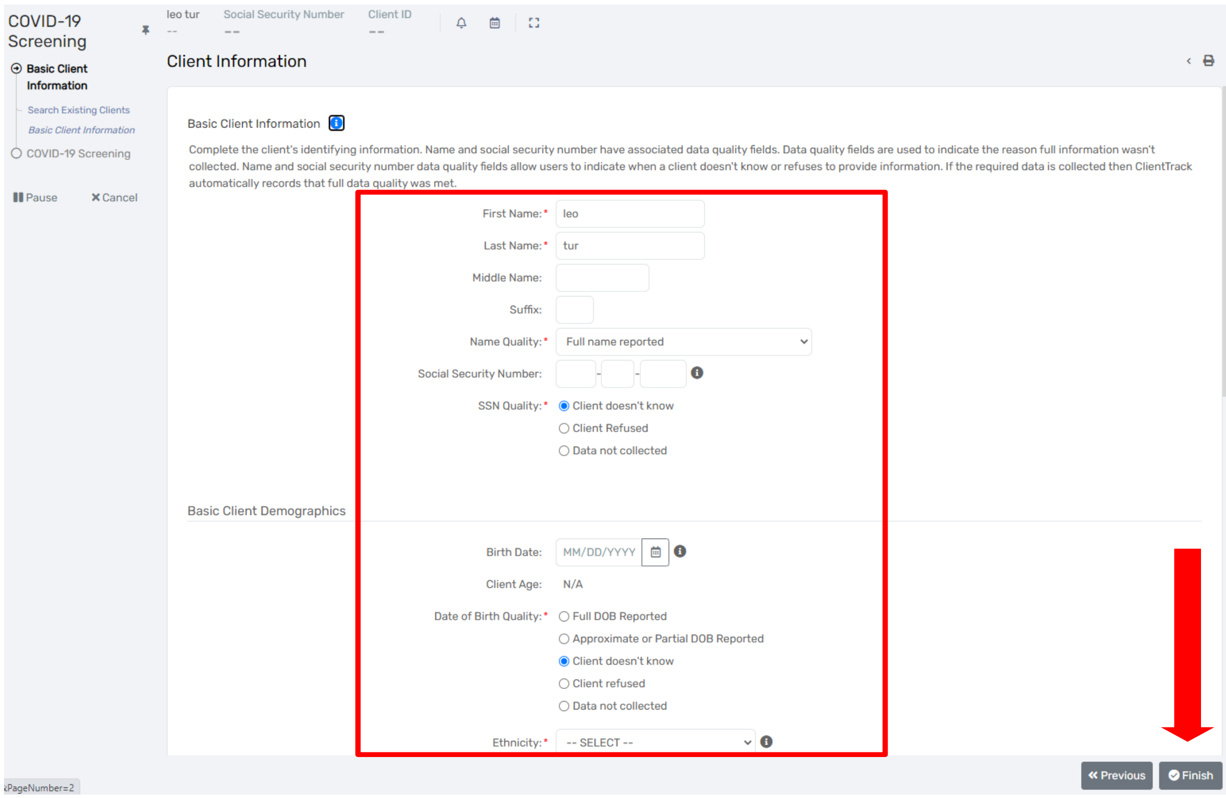
3. Enter the client’s **First and Last Name**, **Social Security Number** and **Birth Date** then click **“Next”.**

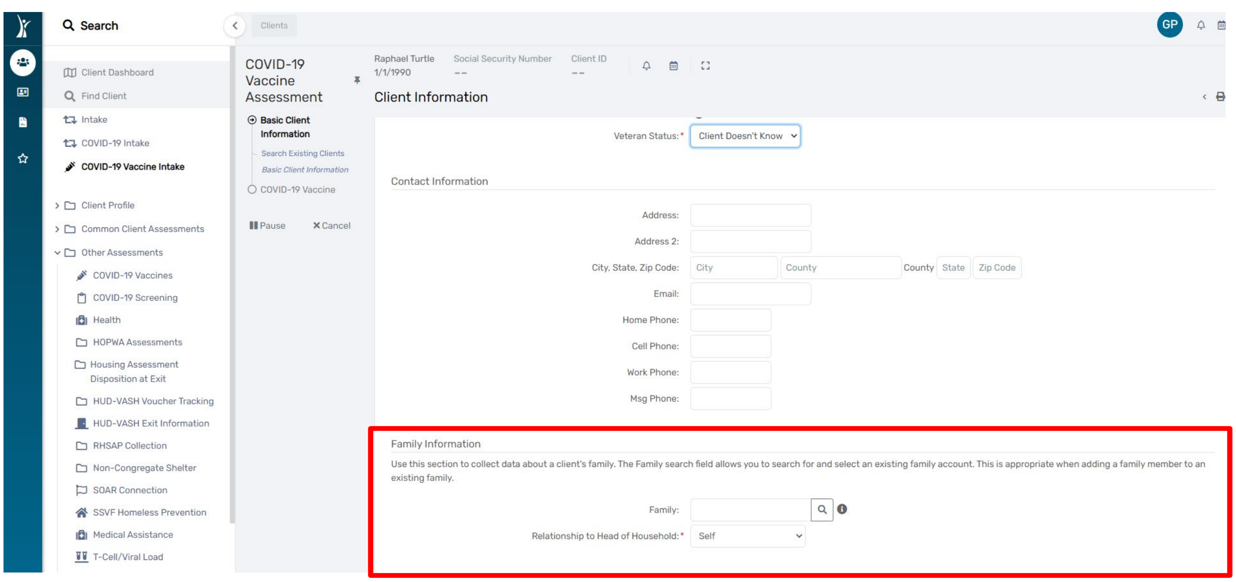


4. Complete the **“Basic Client Information”** fields.

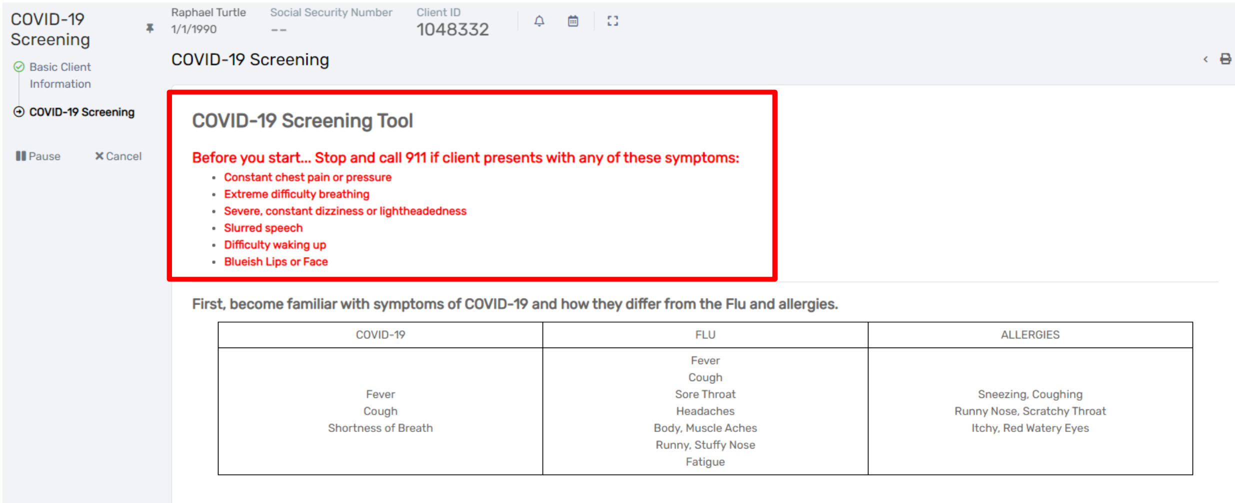


5. Complete the **"Basic Client Demographics"** fields. Review the **"Family Information"** fields then click **"Finish"**

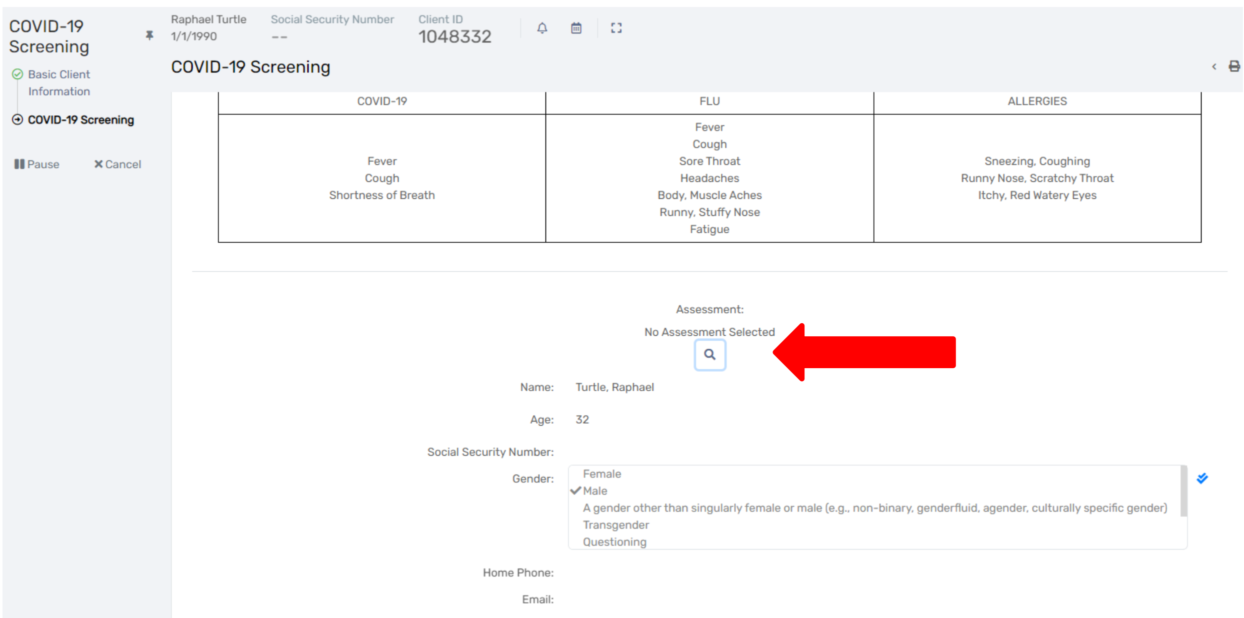




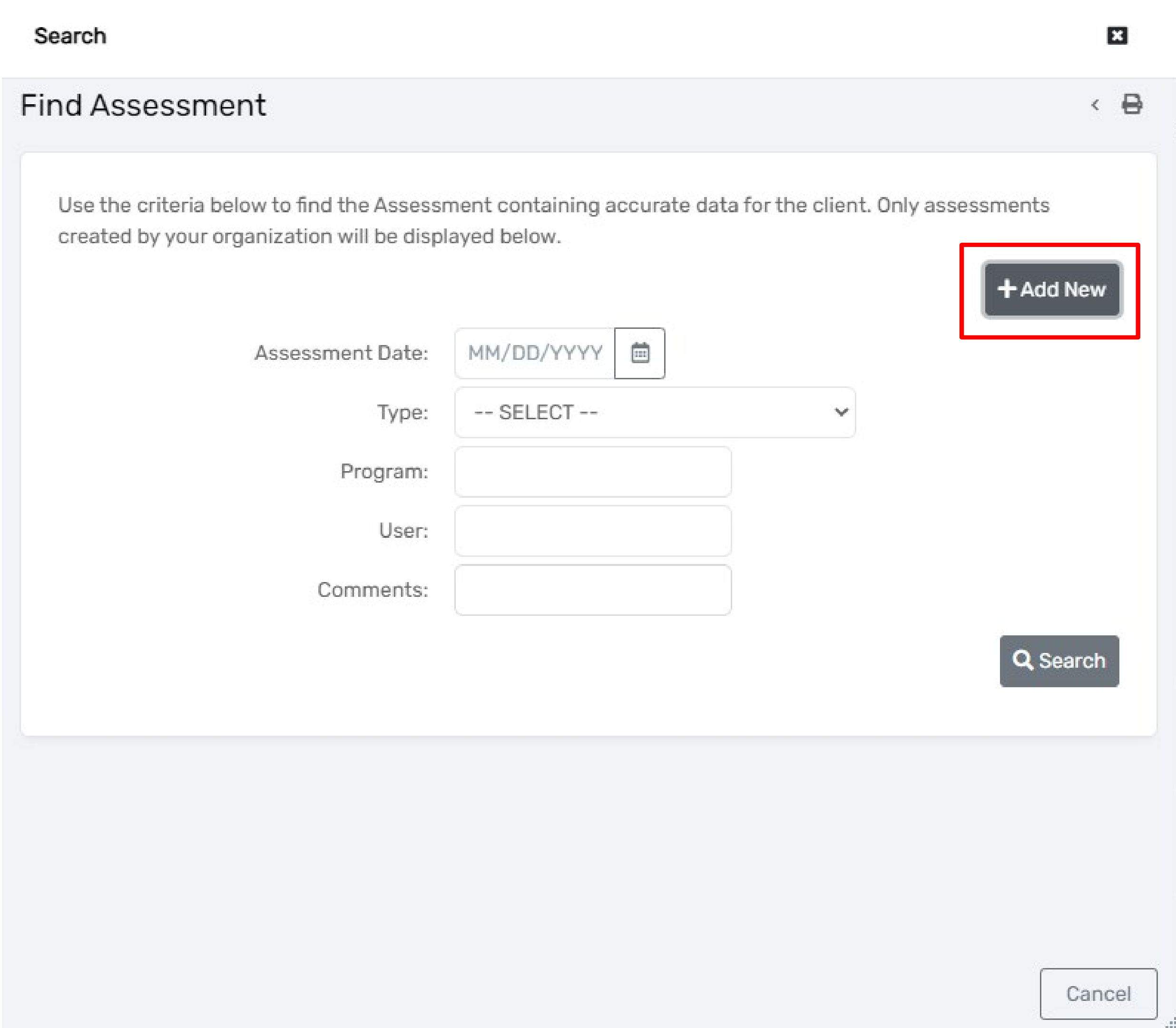
6. **IMPORTANT NOTE: Please READ the "Before You Start" warning below**



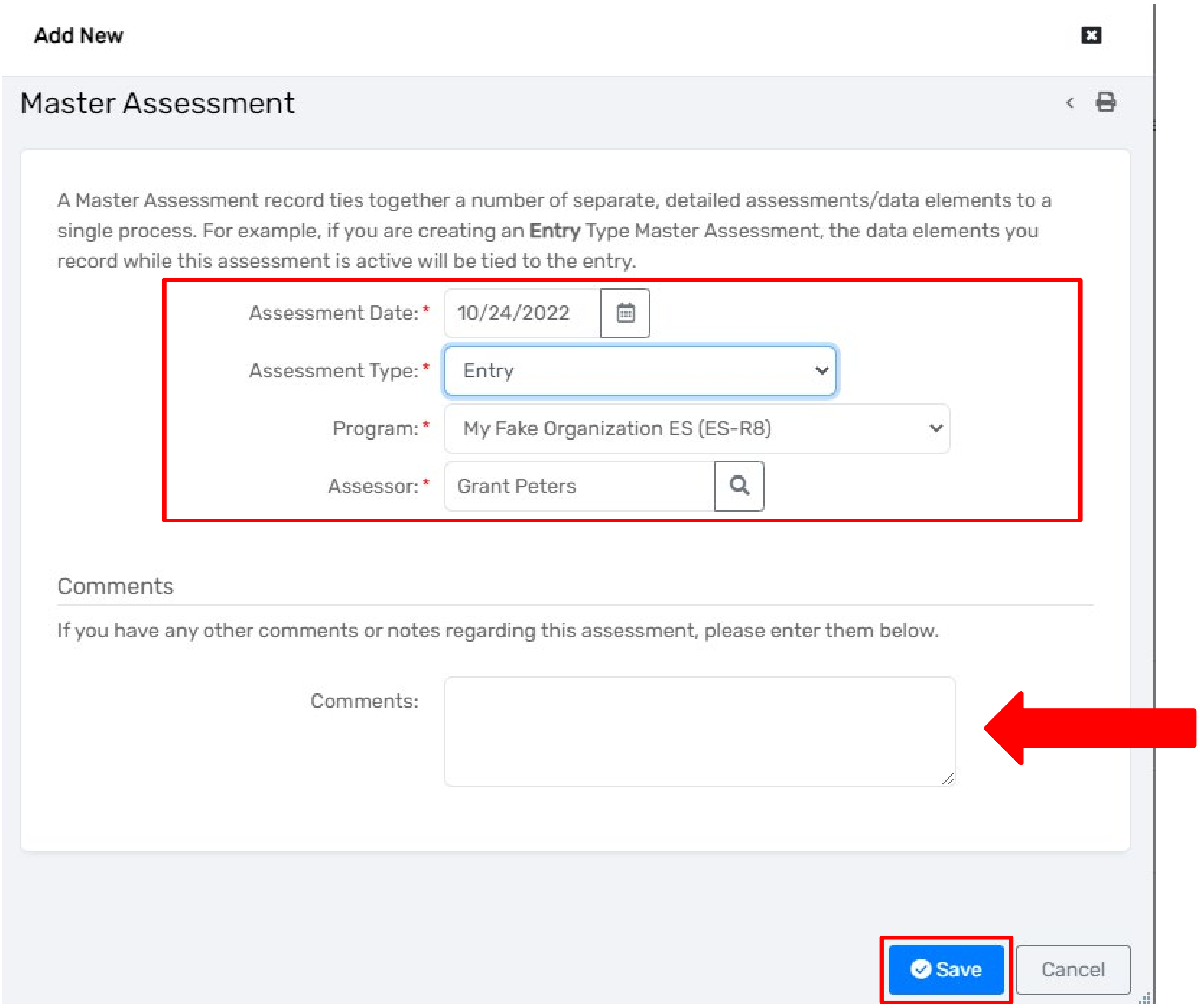
7. Next, click on the **"Magnifying Glass"** displayed under **"Assessment – No Assessment Selected".**



8. Click **“Add New”**



9. Complete the **“Assessment Date”, “Assessment Type” and “Program”** from the drop-down lists.
10. Enter any pertinent comments in the **“Comments”** text box
11. Click **“Save”**


Add New

Master Assessment

A Master Assessment record ties together a number of separate, detailed assessments/data elements to a single process. For example, if you are creating an **Entry** Type Master Assessment, the data elements you record while this assessment is active will be tied to the entry.

Assessment Date:* 10/24/2022

Assessment Type:* Entry

Program:* My Fake Organization ES (ES-R8)

Assessor:* Grant Peters

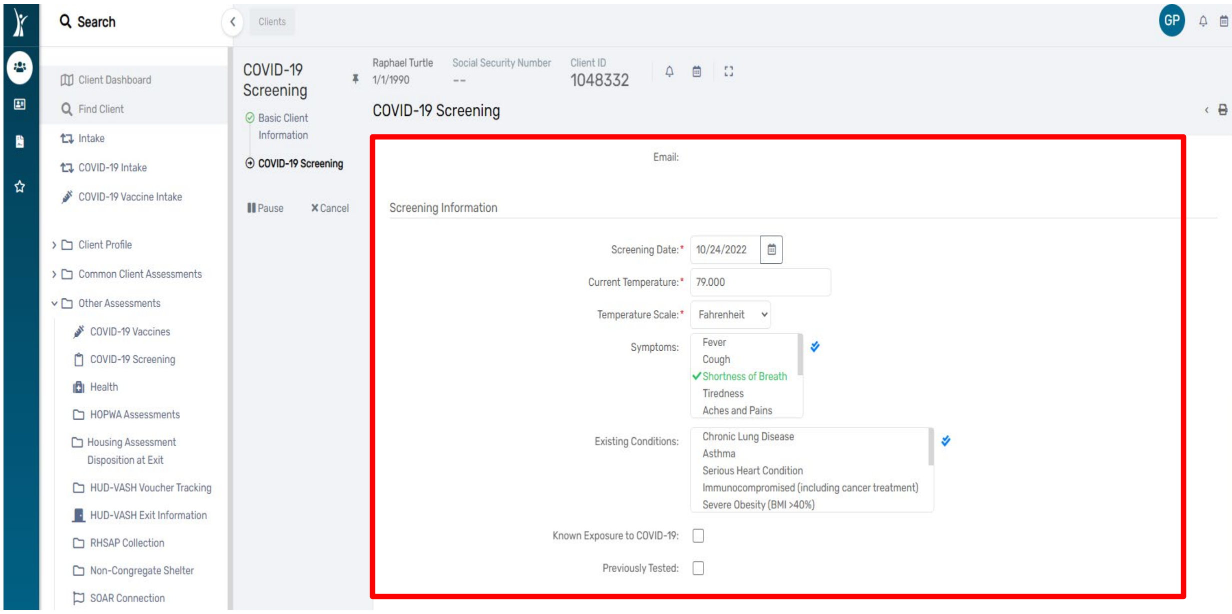
Comments

If you have any other comments or notes regarding this assessment, please enter them below.

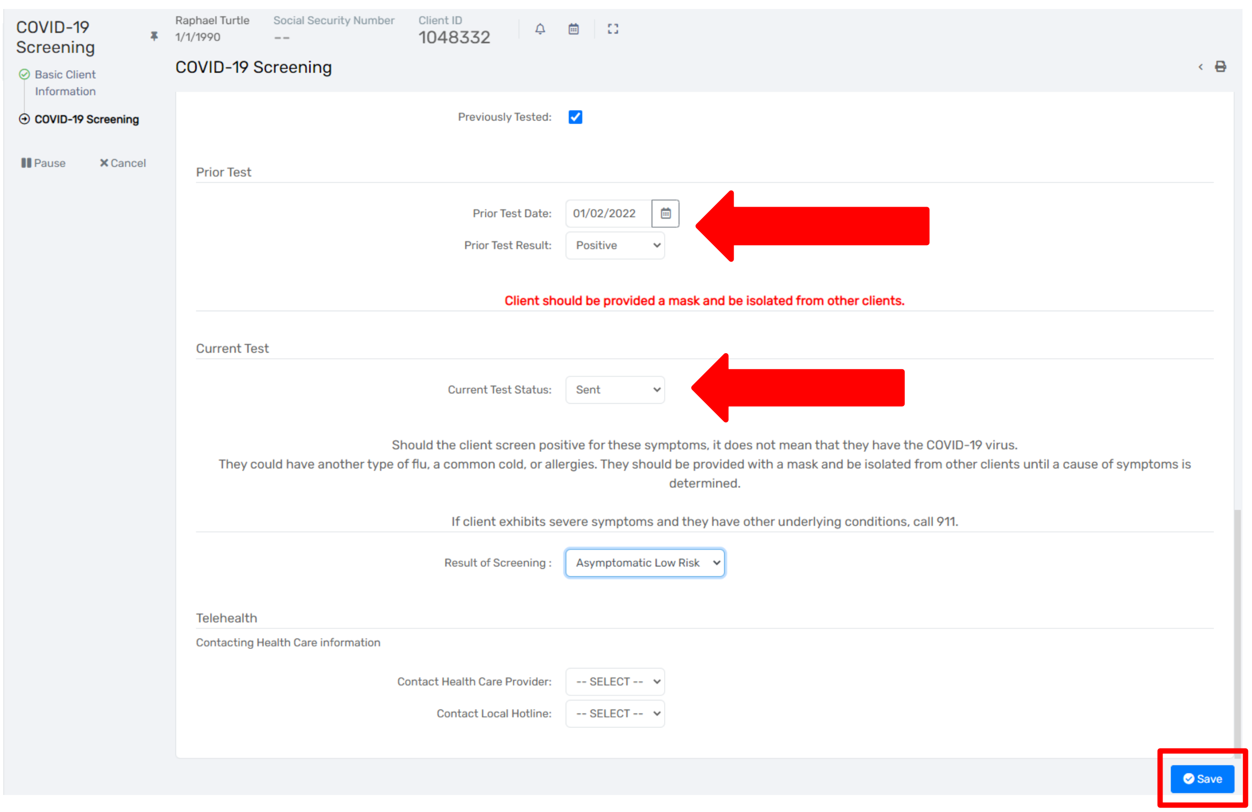
Comments:

Save Cancel

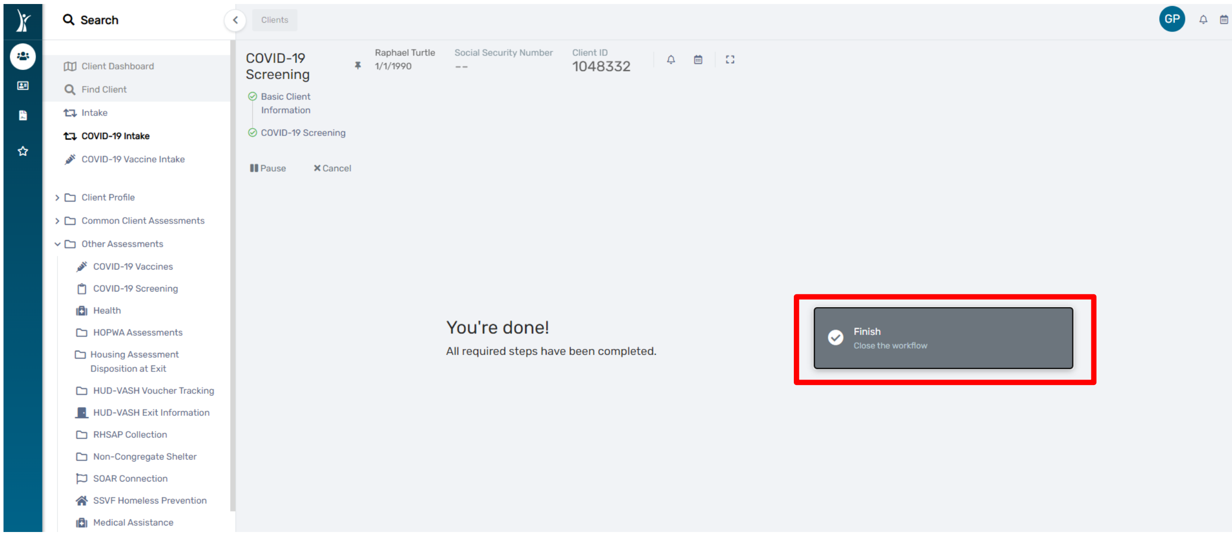
12. Complete the **"Screening Information"** fields. **NOTE: Additional fields may populate based upon the information disclosed by the client and entered in the system.**
13. Select the client's **"Symptoms"** from the drop-down box
14. Select the client's **"Existing Conditions"** from the drop-down box
15. **"Known exposure to COVID-19"** if client answers **"Yes", please click the check box**
16. **"Previously Tested"** if client answers **"Yes", please click the check box**



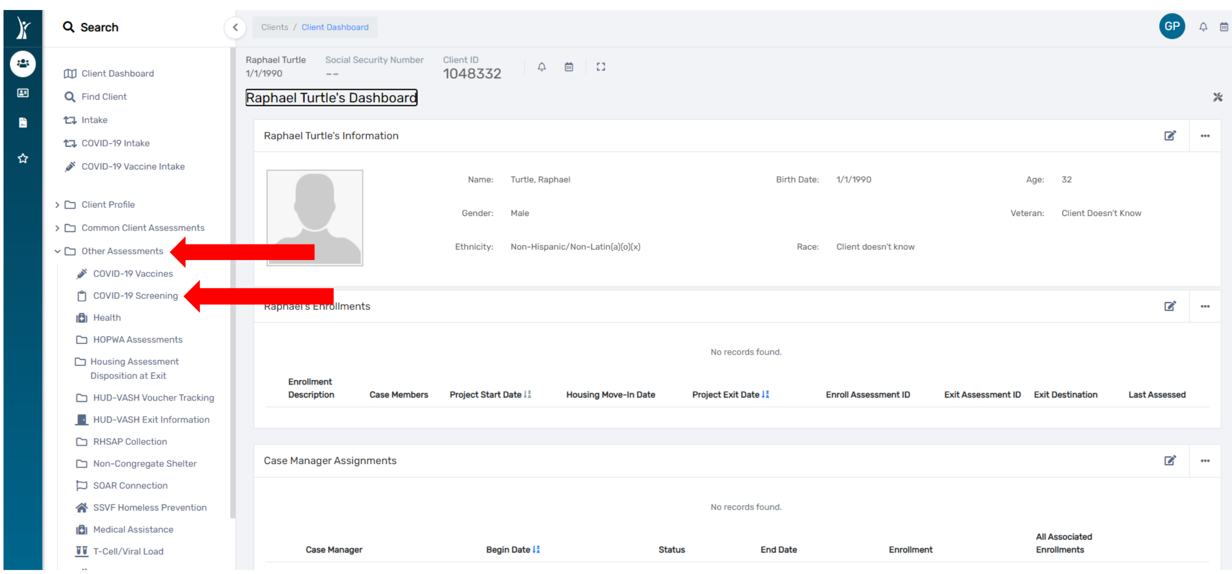
17. Complete **"Prior Test Date"**
18. Select the **"Prior Test Result"** from the drop-down box
19. Select the **"Current Test Status"** from the drop-down box, then click **"Save"**



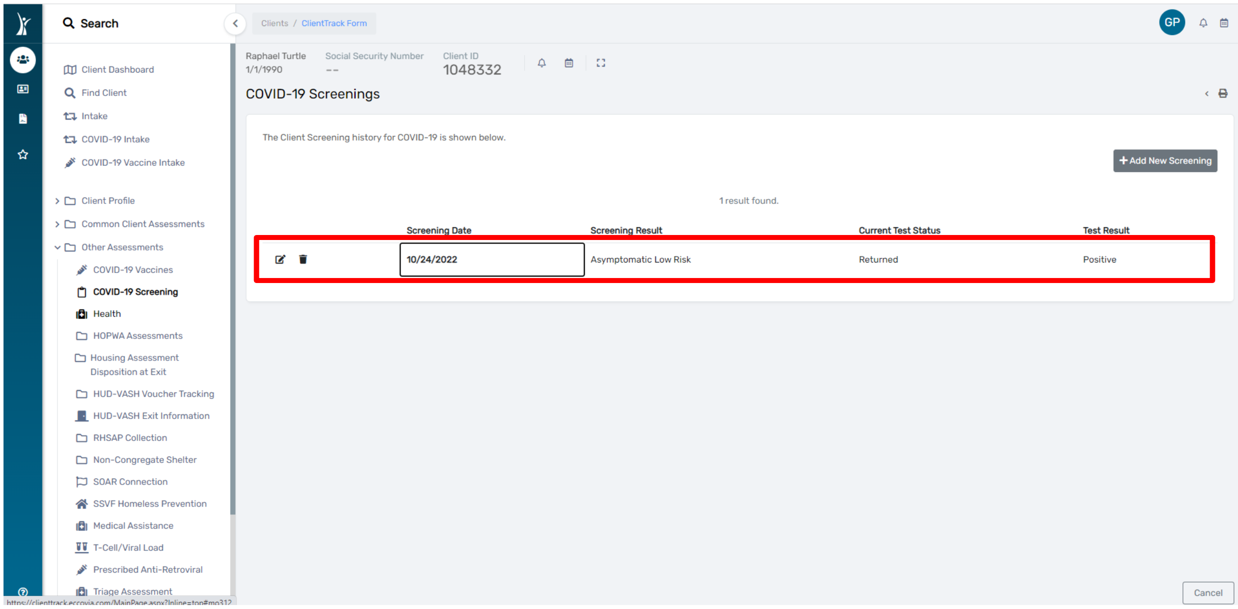
20. To finish the assessment, please click **"Finish"**



21. The COVID-19 screening assessment is now part of the client's HMIS/DV CLIENTTRACK record. However, the COVID-19 screening assessment does not appear on the client's Dashboard. *To view the completed COVID-19 assessment, click on "Other Assessments" located in the menu on the left-hand side of the screen.* Next, click on "COVID-19 Screening"



22. The screen will display a list of all COVID-19 screenings attached to the client's HMIS/DV CLIENTTRACK record. **To access a specific screening, click on the little blue pencil to the left of the screening you wish to review. The selected screening will appear.**



Please contact the help desk if you require additional assistance

HMISHelpDesk@ihcda.IN.gov

DVHelpDesk@ihcda.IN.gov