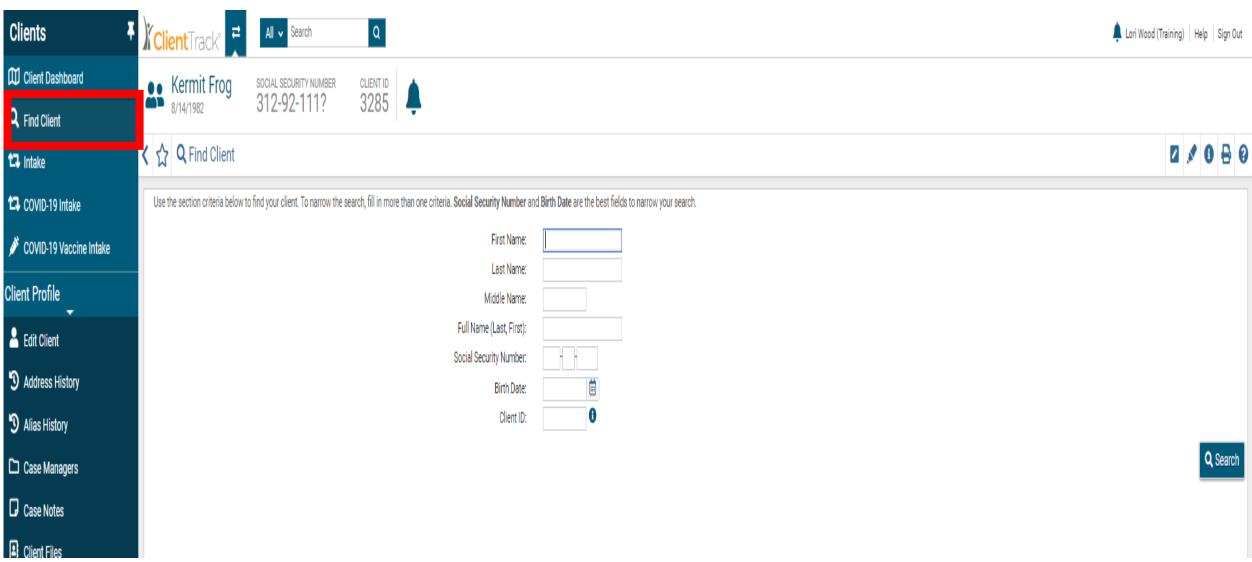
How to Guide

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

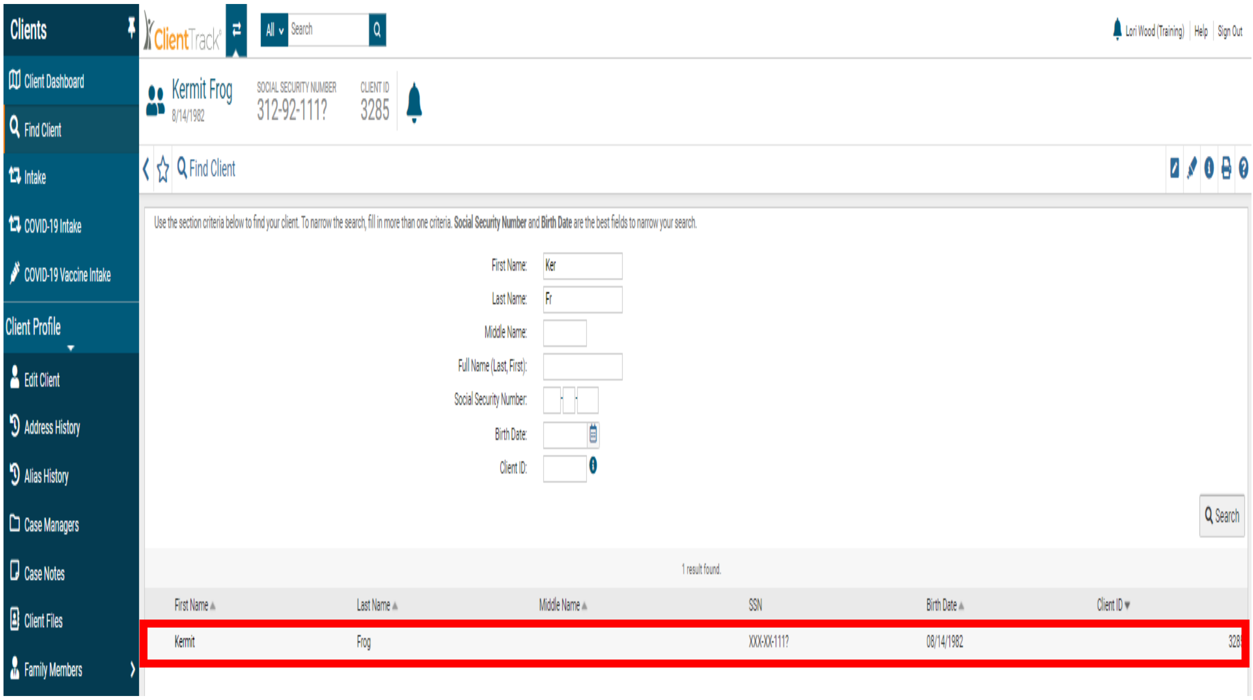
1. **The "Current Living Situation" must be recorded in HMIS to include a "Contact Service" for each interaction with a PATH client. Below is the excerpt from the 2020 HUD Data Standards Manual explaining the process.**

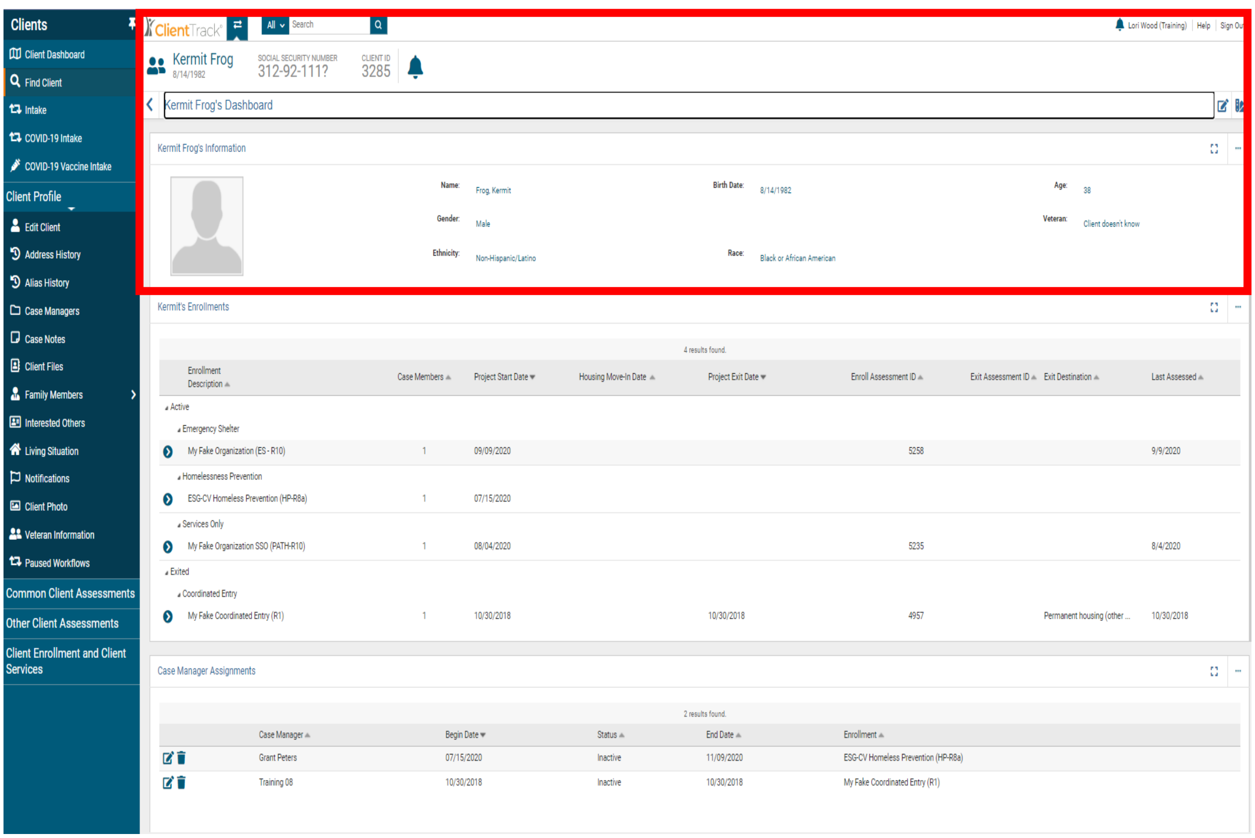
Contacts: In addition to the Universal Data Elements, street outreach projects are expected to record every contact made with each client in the HMIS via data element 4.12 Current Living Situation (formerly "Contact"). A contact is defined as an interaction between a worker and a client designed to engage 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 **"Clients"** workspace in HMIS:
   a. Perform a **"Find Client"** to search for the existing Client record in HMIS.

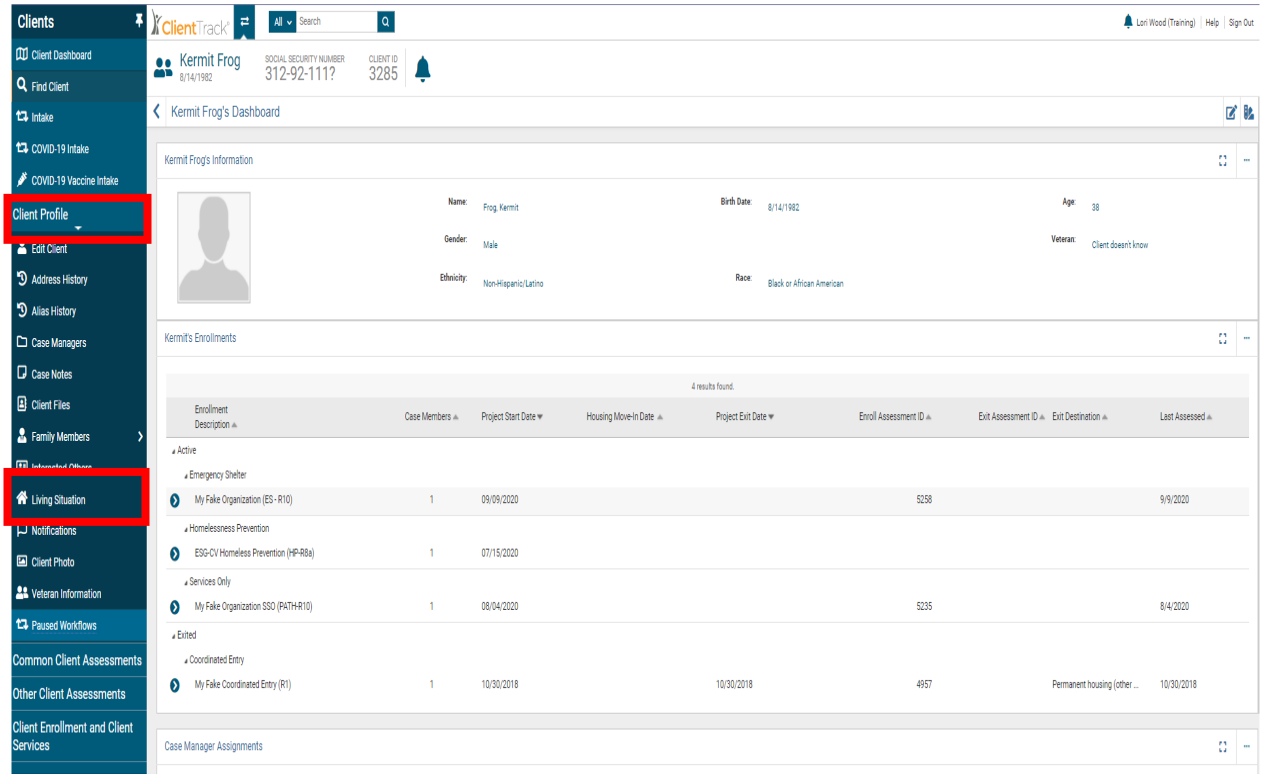


2. Once the Client is located, select the Client which then takes you to the **"Client Dashboard"** screen

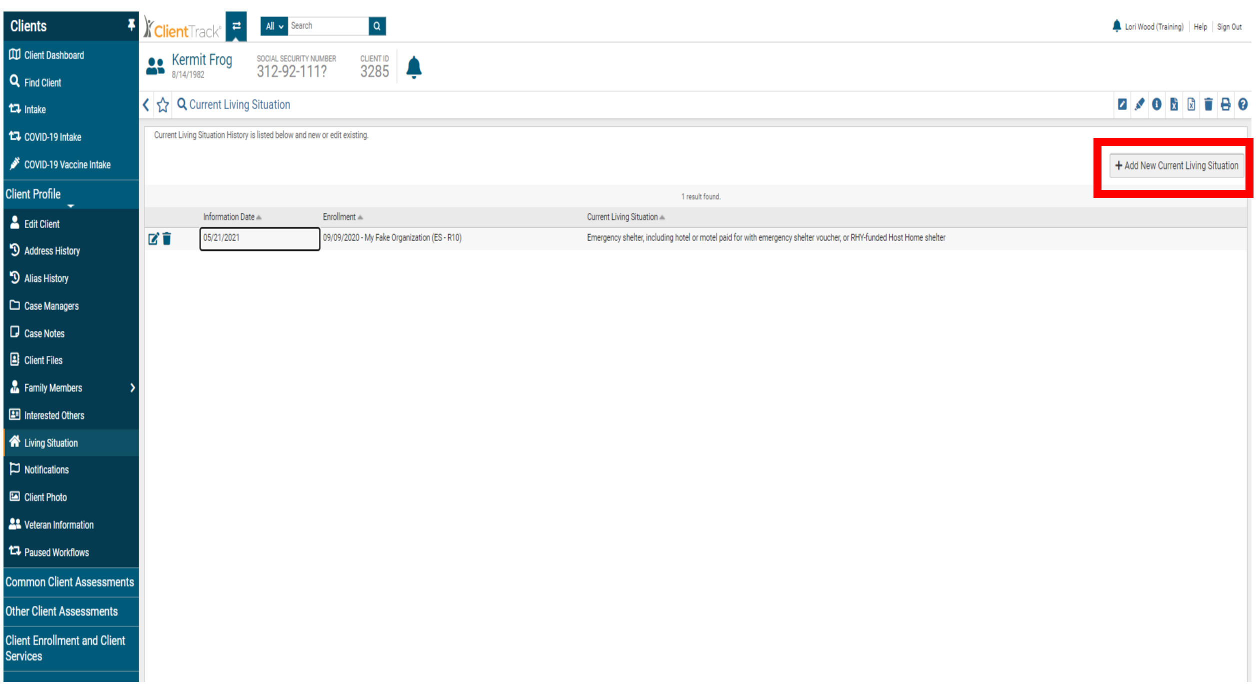




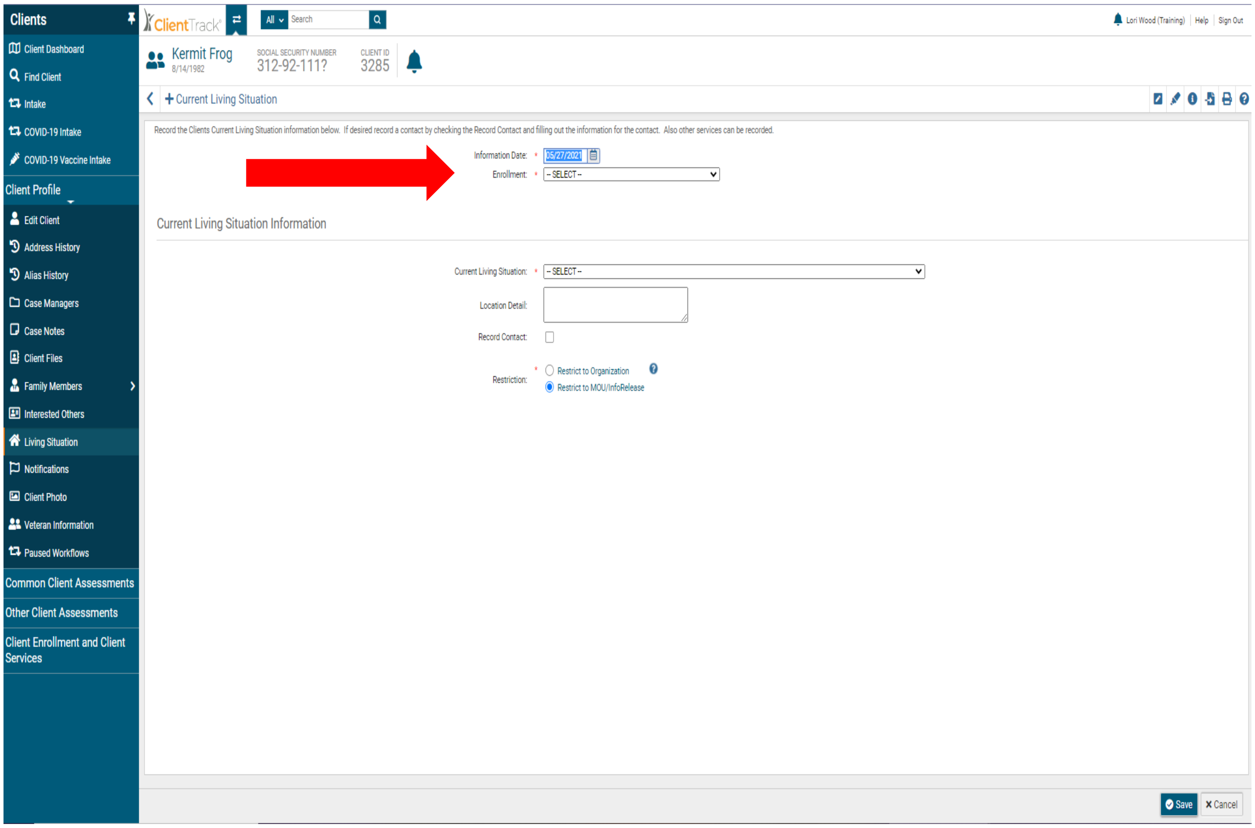
3. Select the **"Client Profile"** tab located in the menu on the left side of the screen.
   a. Next, select **"Living Situation."**



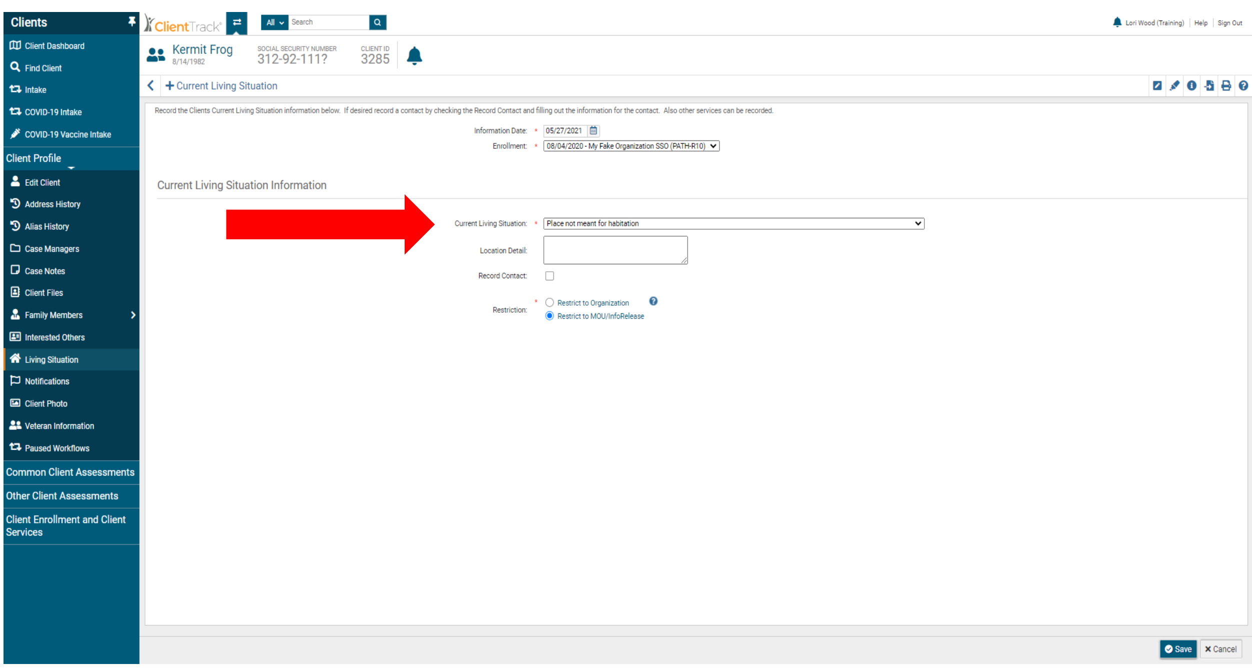
4. Select **"Add New Current Living Situation"**



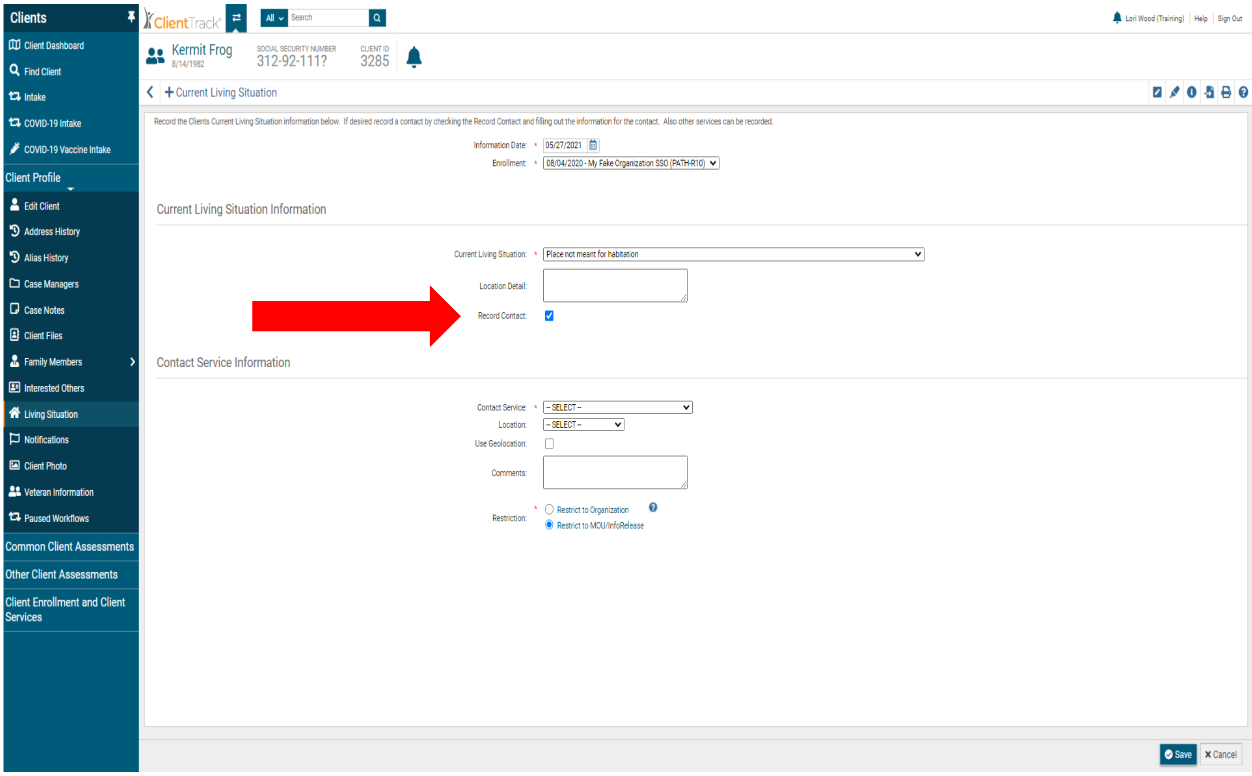
5. Click on the **“Enrollment”** drop-down and select the corresponding **PATH** project.



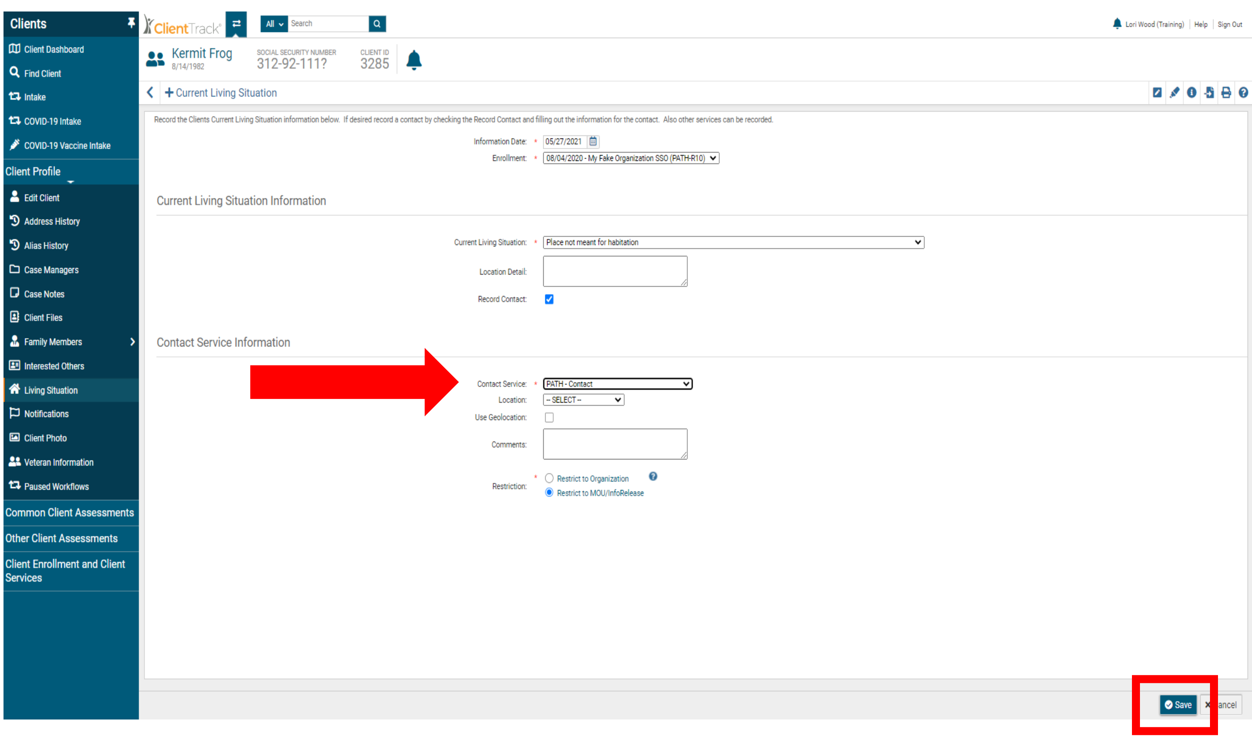
6. Next, click on the **“Current Living Situation”** drop-down and select the Client’s current living situation from the drop-down list.



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



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.



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