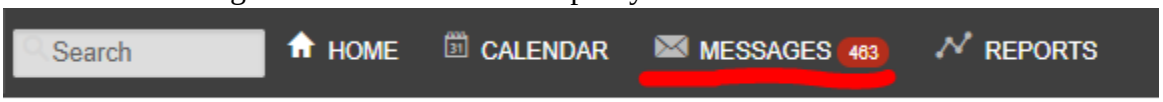
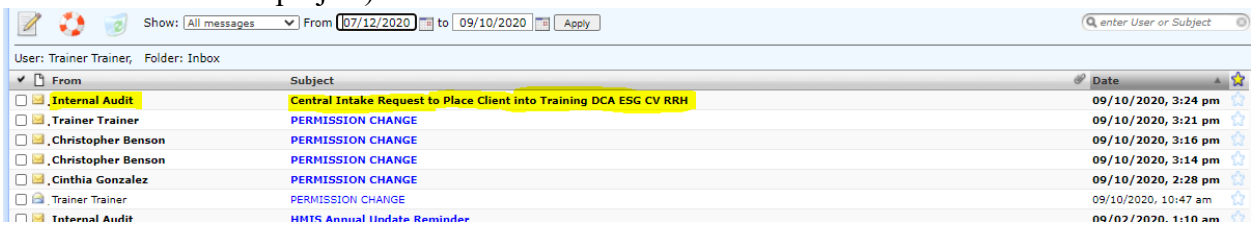
DCA Homeless Initiative Instructions for RRH Placements

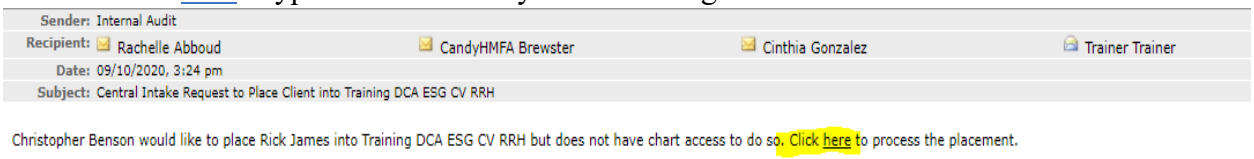
1. Access the Messages module found at the top of your AWARDS screen.



2. Locate messages with the subject line "Central Intake Request to Place Client Into (your DCA ESG-CV RRH project)"

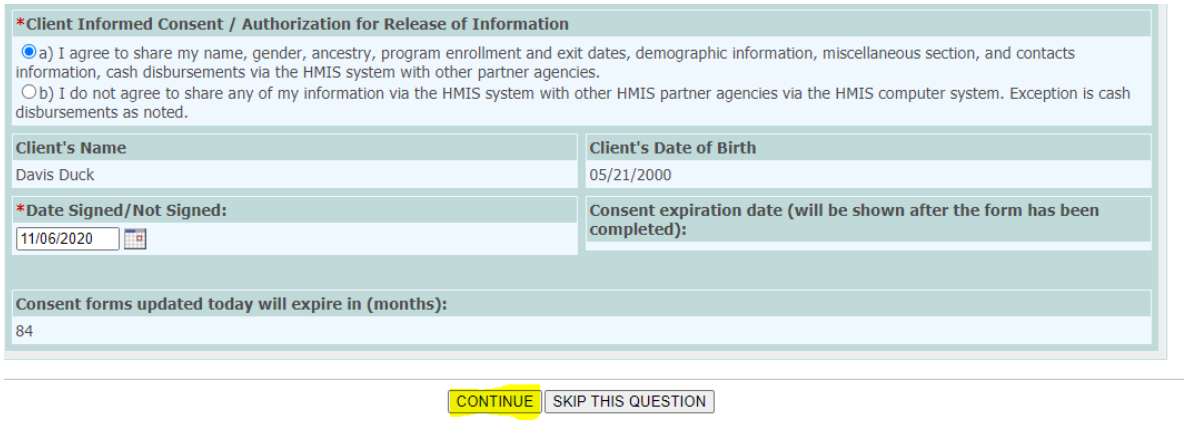


3. Click on the "here" hyperlink in the body of the message to enter the intake form.

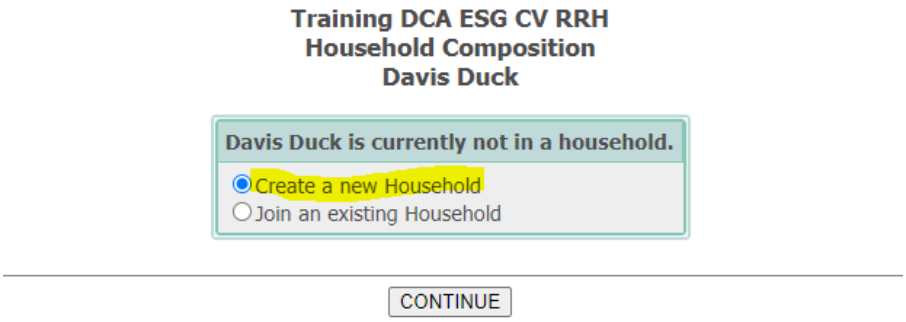


4. Complete the intake form. Data must be entered in all fields marked with a red asterisk and any additional fields required by your agency or CoC. Select 'Process Admission' when form is complete.

5. On the Consent Form Select Option A, enter date, then click Continue twice to record client consent.



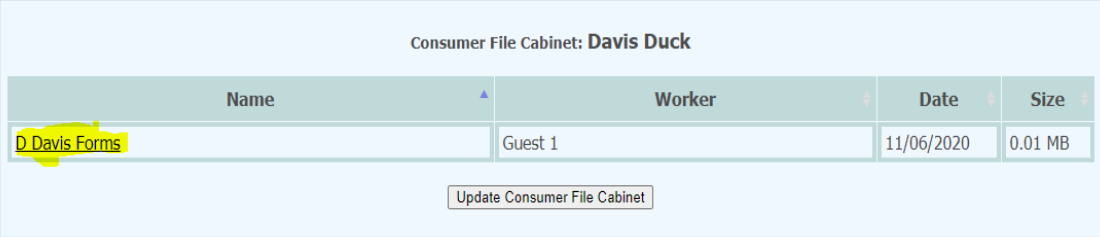
6. On the next screen, select 'Create a New Household' and click 'Continue'. Select 'no' when asked to add additional household members and click 'Continue'. On the next screen, the green check mark next to the consumer's name indicates they have been admitted, their consent is recorded, and they were placed in a household.



7. To view the DCA Homeless Initiative Form to retrieve contact information, click on the blue link at the top of the FaceSheet and then the forms name.



8. To view any documents attached to the client's record, locate the Consumer File Cabinet section towards the bottom of the page. Then click the documents name and then download to view.



IMPORTANT: Once a consumer is housed, you will visit the Admission form and update the Has the client been placed into Permanent Housing? Select Yes and enter date consumer was housed, scroll to the bottom and click Update Form

To view client data in a report, use the Demographic ReportBuilder with the "DCA CV RRH Screening MH" format

Key Terms

- Intake date- The date that you are entering consumer into AWARDS
- Move-In date- The date that the consumer's lease is signed.
- Move -In Date should be set to YES on the Intake/Admission once the consumer has signed the lease.

Completing an Annual Update

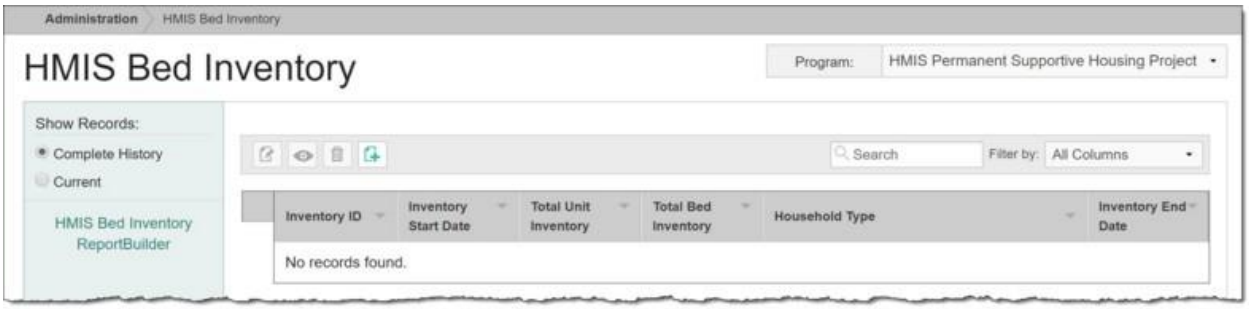
An HMIS Annual Update is a HUD required recertification of the data on a consumer's FaceSheet. This form must be completed around the anniversary of the client's intake date. To finish, follow the steps below

- Access the consumer's FaceSheet, from the Home Screen follow Census>Profile>FaceSheet>Select consumer's name>Continue
- Locate and select the Update HMIS Info button
- Use the Date of Relevant Anniversary and current year to fill in the Effective Date field; then verify and update the remaining information as needed.

- Select update to save your information and return to the FaceSheet

Working with an HMIS Bed Inventory

1. Click **Administration** from the left-hand menu, and then click **System Setup**. The System Setup fly-out menu is displayed.
2. Click **Agency Program Information**, and then click **HMIS Bed Inventory**. The *HMIS Bed Inventory* index page is displayed.



TIP: *When working on the index page, inventory records are easily accessible using the following tools and navigation features:*

- ***"Show Records" display options -*** *By default the index displays all current inventory records (those with no end date, or with an end date that is in the future). To expand the display to include all existing inventory records for the program instead, click* ***Complete History*** *under "Show Records" in the left-hand menu.*

- ***Sorting options -*** *By default the index is sorted numerically by inventory ID, from highest to lowest. To adjust the sorting click a column header in the table to sort by that data. Clicking a column heading a second time reverses the sort order.*

- ***Navigation options -*** *10 records are displayed on the page by default. To access records on subsequent pages of the index (when applicable), click the* ***arrows*** *in the bottom-right corner of the table. To display 25 or 50 records at a time, click the* ***Show*** *drop-down to the left of the record count, also in the bottom-right corner, and make a selection.*

Once you select records on the index, a count of how many total records are selected is displayed in the action bar. Selections are maintained while moving from one page of the index to the next; meaning, you can select records on the first page (showing records 1-10 by default) and move to the next page (displaying records 11-20) without losing the selections made on the first page. Links for ***Show all selected records*** *and* ***Uncheck All*** *are available beneath the index table for easy navigation.*

- ***Search and filtering options -*** *A* ***Search*** *field is available on the action bar along with a*

*corresponding **Filter by** drop-down list. To search the contents of the index (including those records not currently displayed on the page), enter a value in the **Search** field. The index is automatically updated as you type. To further narrow your search, use the **Filter by** selection to indicate whether the search should look at data in "All Columns" (the default) or a specific column.*

- ***ReportBuilder access -** The **HMIS Bed Inventory ReportBuilder** link on the left-hand menu bar provides a shortcut to access the ReportBuilder for this feature, which can be used to generate customized reports of detailed inventory information. Click here for instructions.*

3. At this time, complete one or more of the following tasks as needed:

- **Add a new HMIS bed inventory record -** To do so, click the **Add New** icon from the action bar above the records table. A new data entry page is displayed. Configure the fields and options on this page as necessary, and then click **Save**. The record is saved, and a confirmation page is displayed.

***TIP:** For more information on each field/option available on the data entry page, see HMIS Bed Inventory Record Fields / Options.*

- **Update an existing HMIS bed inventory record -** To do so, click the record to be updated, or click the checkbox to the left of that record and then click the **Edit** icon from the action bar above the records table. The data entry page is displayed. Make changes to the information on this page as needed, and then click **Save**. The record is saved, and a confirmation page is displayed.

***TIP:** For more information on each field/option available on the data entry page, see HMIS Bed Inventory Record Fields / Options.*

***IMPORTANT!** When working with existing bed inventory records, keep in mind that HUD treats a set of beds that start and end on the same date and have the same data settings as a record. As a result, there is not a one to one correlation between residence units and bed inventory records; however, the addition or removal of residence units does require changes to be made to the corresponding bed inventory record. For example, if you have a unit and bed inventory of 10 beds for 10 years and today one unit becomes permanently unusable, you would archive the residence unit in question, AND do the following in the Bed Inventory feature:*

1) Place an Inventory End Date on the bed inventory record so that the existing record about the 10 beds ends today.

2) Create a new bed inventory record for the remaining group of 9 beds that starts today.

In this example you would NOT edit the existing bed inventory record to change the number of beds from 10 to 9. That type of edit should only be made in the event that the original record

incorrectly identified the number of beds. In cases like the above, a new record should always be created to correctly reflect a change in the number.

- **View or print an existing HMIS bed inventory record -** To do so, click the checkbox to the left the record to be viewed/printed, and then click the **View** icon from the action bar above the records table. A read-only version of the record is displayed and can be printed as needed using your browser's print option.

- **Delete an existing HMIS bed inventory record -** To do so, click the checkbox(es) to the left of the record(s) to be deleted, and then click the **Delete** icon from the action bar above the records table. A confirmation message is displayed. Click **OK** to proceed with the deletion. The selected record(s) are deleted and the updated index is displayed.

- **Return to the HMIS bed inventory records index -** To do so, click the **To Index** icon from the action bar while working in a bed inventory record to return to the index page. You can also return to the index page at any time by clicking **HMIS Bed Inventory** from the breadcrumbs trail below the AWARDS navigation bar.

The process of working with HMIS bed inventory records is now complete.