



HMIS: Editing Data

Agenda

- Family Dynamics:
 - Exiting a family member from the enrollment
 - Adding a family member to a family
 - Adding a family member to an existing enrollment
 - Removing a family member from a family
 - Adding family members to the household and enrollment during the enrollment workflow
- Editing Data:
 - Program Date
 - Member Date
 - Assessment Date
 - Copy and edit Assessment Data
- One Time Fields and Vital Assessments
 - Move In Date
 - Date of Engagement
 - Current Living Situation

Family Dynamics

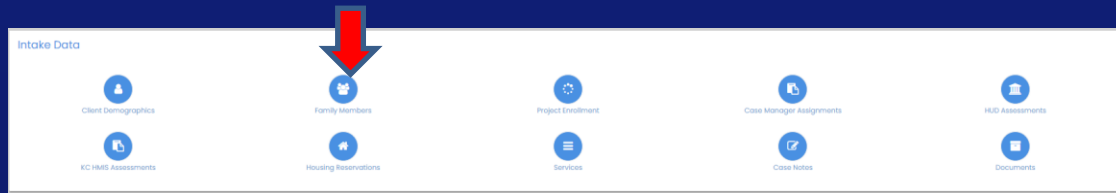
- Family Member – this is when someone is added to or part of a family in HMIS, this is not the enrollment in the program.
- Enrollment is when the head of household or other members are added to the program enrollment but they first have to be part of the family in HMIS

Guides:

- Adding family members to the household and enrollment during the enrollment workflow
- Adding a family member to a family b/c they entered the family at a later date or you forgot to add them during the enrollment workflow
- Adding an existing family member to the enrollment
- Exiting a family member from the enrollment while not ending the enrollment for the other members
- Removing a family member from a family b/c they have left the family
 - Note – if the member is also enrolled with the family in an open enrollment, you will want to exit them from the enrollment first and the end date their family member status.

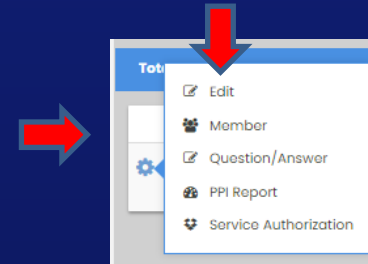
Editing Data

- Editing Data:
 - Program Enrollment Date
 - If you need to edit the enrollment start date:



Total Rows: 1

Status	Project Assigned Case Mgr	Project Start- Exit Dates	Provider
Assessments Pending	AOL - ESG RRH	2/1/2022 - Open	Mid-America Regional Council



▲ By clicking save, all members' assessments and enrollments with the same entry or exit date will be adjusted to the Begin and End Date entered on this form.
 Clients with different dates will be adjusted to an earlier or later date as necessary.

Family: test4,test4-1972-10-04

Program Name: AOL - ESG RRH

Account: [Dropdown]

Program Entry Date: 02/01/2022

Enrollment Status: Assessments Pending

Family or Individual: Individual

Program Exit Date: Open

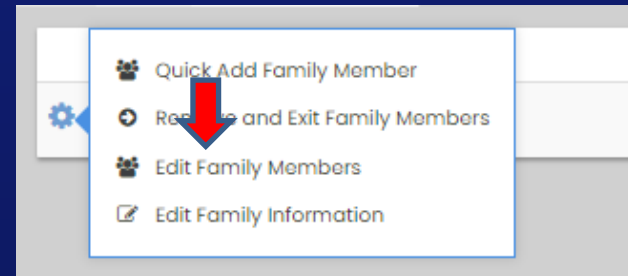
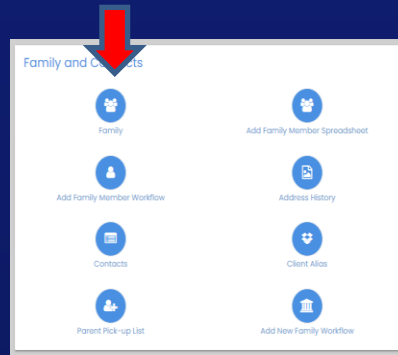
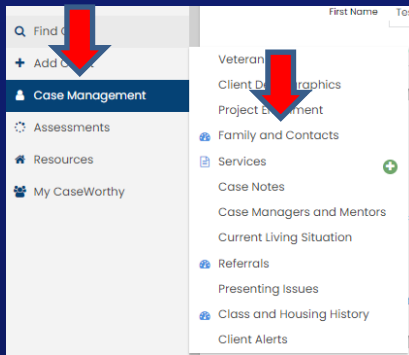
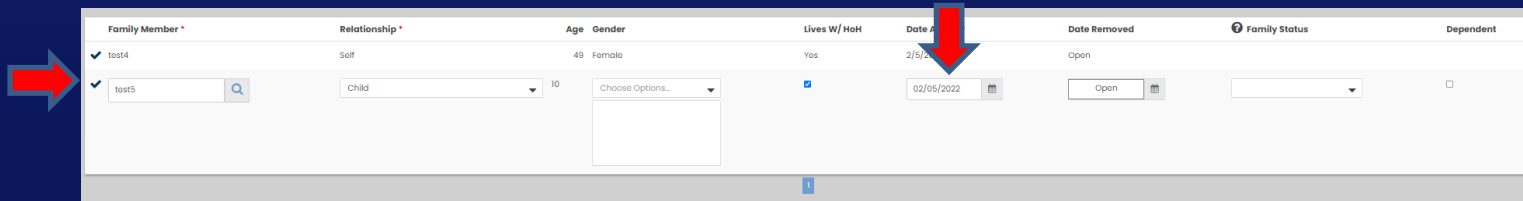
Summary Enrollment Information:

Provider Name: Mid-America Regional Council

Organization: MARC

Editing Data

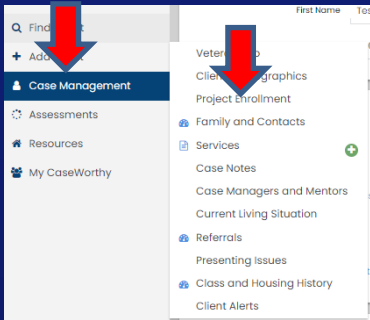
- Editing Data:
 - Member Date – you will also need to edit the member date if the member start date was the same as the enrollment start date.
 - You don't want the member start date to be dated after the enrollment start date.
 - The member start date should be equal to or before the enrollment start date
- To edit the member start date:

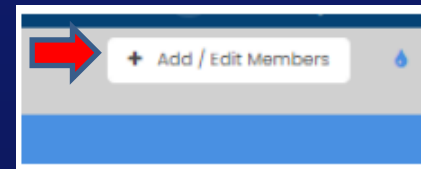
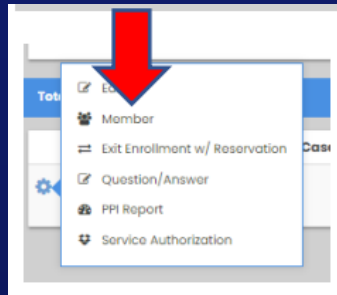
Family Member *	Relationship *	Age	Gender	Lives W/ HoH	Date Added	Date Removed	Family Status	Dependent
<input checked="" type="checkbox"/> test4	Self	49	Female	Yes	2/5/2022	Open		<input type="checkbox"/>
<input checked="" type="checkbox"/> test5	Child	10	Choose Options...	<input type="checkbox"/>	02/05/2022	Open		<input type="checkbox"/>

Editing Data

- Editing Data: You can also get to the family members to edit their member start date using the steps below
- Another path to edit the member start date:



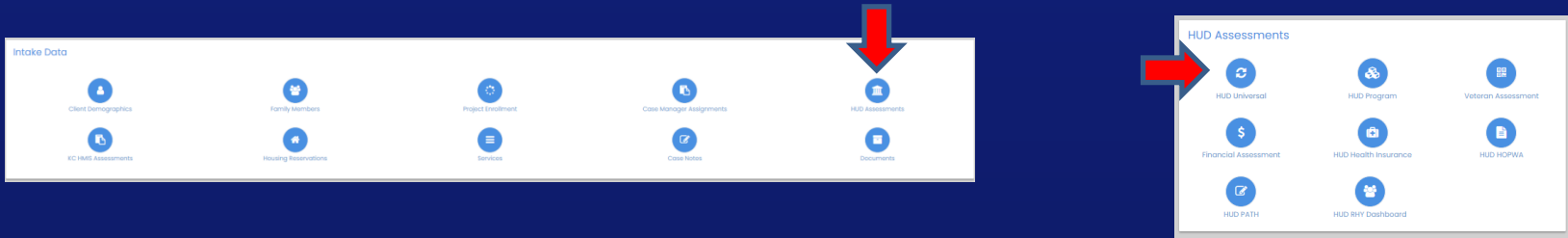
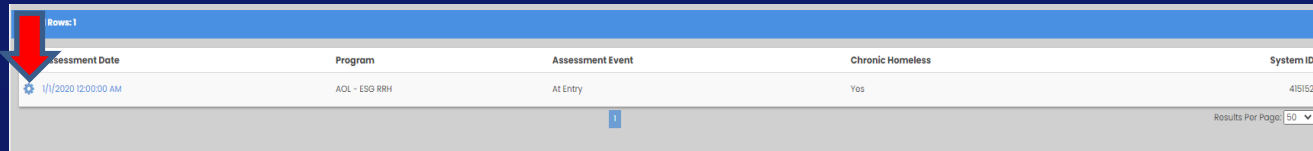
Status	Project Assigned Case Mgr	Project Start- Exit Dates	Provider
Enrolled	AOL - ESG RRH	1/1/2022 - Open	Mid-America Regional Council



Client	Provider *	Restriction *	Start Date *	End Date *	Enrollment Relationship to HOH
Test, Test	Mid-America Regional Council	Shared	1/1/2022	Open	Self
<input checked="" type="checkbox"/> TestLL1, TestLL1	Mid-America Regional Council	Shared	01/01/2022	02/04/2022	Grandparent
Enrollment Begin Date		01/01/2022		Enrollment End Date	
				12/31/9999	

Editing Data

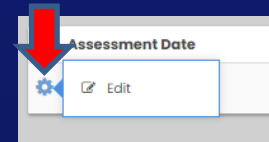
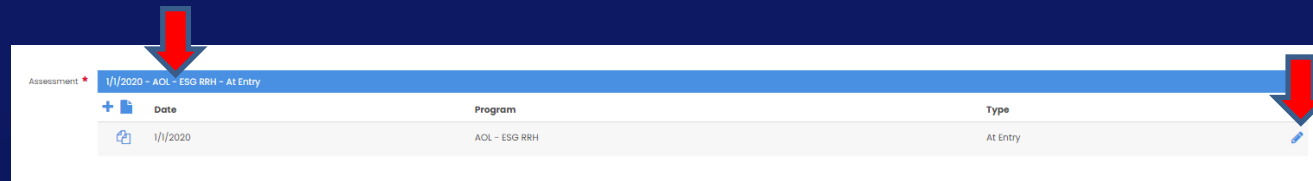
- Editing Data:
 - Assessment Date – the assessment dates will need to be edited as well .
 - The assessment date must match the enrollment start date or exit date if you have edited the enrollment exit date

Rows: 1

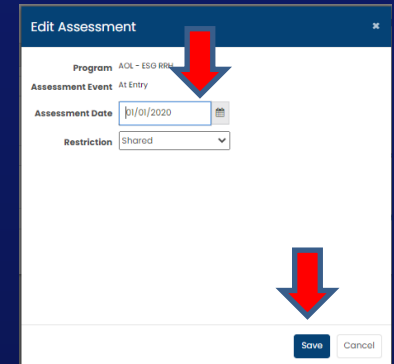
Assessment Date	Program	Assessment Event	Chronic Homeless	System ID
1/1/2020 12:00:00 AM	AOL - ESG RRH	At Entry	Yes	415152

Results Per Page: 50

Assessment * 1/1/2020 - AOL - ESG RRH - At Entry

Date	Program	Type
1/1/2020	AOL - ESG RRH	At Entry



Edit Assessment

Program: AOL - ESG RRH

Assessment Event: At Entry

Assessment Date: 1/1/2020

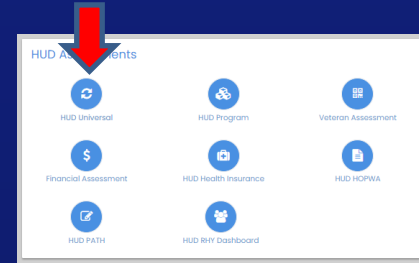
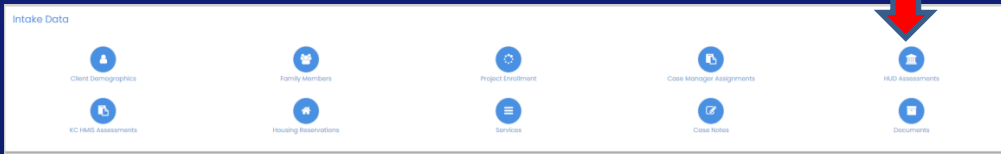
Restriction: Shared

Buttons: Save, Cancel



Editing Data

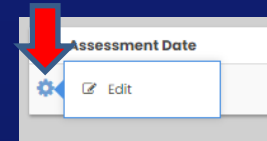
- Editing Data:
 - Copy and edit Assessment Data



Total Rows: 1

Assessment Date	Program	Assessment Event	Chronic Homeless	System ID
1/1/2020 12:00:00 AM	AOL - ESG RRH	At Entry	Yes	415152

Results Per Page: 50



HUD Universal

Assessment * 1/1/2020 - AOL - ESG RRH - At Entry

If client has changed residences since project entry, change the client location (CoC) through a new during program assessment.

Client Location * Avenue of Life

Continuum of Care Code MO-604

Disabling Condition * Yes

Living Situation

Type of Residence * Emergency Shelter including hotel or m

Length of stay in the prior living situation * One year or longer

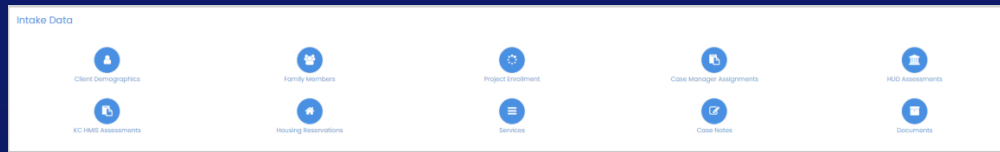
Approximate date homelessness started * 01/01/2020

(Regardless of where they stayed last night) Number of times the client has been on the streets, in ES, or SH in the past three years including today * Throo Timos


Total number of months homeless on the street, in ES, or SH in the past three years * 12

One Time Fields

- One Time Fields and Vital Assessments
 - Move In Date – move in date is required for all RRH and PSH program enrollments when/if the household moves into the unit.
 - The move in date can be the same date as the enrollment start date or it can be some time in the future.
 - There are also circumstances when the move in date will be blank b/c the household disengaged from services.



Status	Project Assigned Case Mgr	Project Start- Exit Dates	Provider	Organization	Family	One Time Fields	Enrollment ID
Enrolled	AOL - ESG RRH	1/1/2022 - Open	Mid-America Regional Council	MARC	TestTest-1972-10-03	<input checked="" type="checkbox"/>	2984451

Housing Move-In Date * 

Clear Housing Move-In Date

One Time Fields

- One Time Fields and Vital Assessments:

- Date of Contact = Number of Persons Contacted = Current Living Situation

- Q9a reports the number of persons contacted, how many times they were contacted, and in which type of location the first contact occurred.
- Columns C-E represents each different [current living situation]. Count the total number of clients using data from their latest project stay in the [report date range] by the [current living situation] of the client's earliest contact.
- 4.12 **Current Living Situation** - To record each contact with people experiencing homelessness by street outreach and other service projects and to provide information on the number of contacts required to engage the client, as well as to document a current living situation as needed in any applicable project.
- Record the date and location of each interaction with a client by recording their Current Living Situation. The first Current Living Situation with the client will occur at the same point as Project Start Date (and recording of client's Prior Living Situation) and therefore requires a record to be opened in the HMIS for the client.
- All street outreach projects are expected to record every contact made with each client by recording their **Current Living Situation**, including when the Project Start Date, Prior Living Situation or Date of Engagement is recorded on the same day. There may or may not be a contact made at project exit.


- Date of Engagement = Number of Persons Engaged = Date of Engagement

- Q9b reports all persons contacted for which a [date of engagement] is recorded based upon how many times they were contacted up to and including the [date of engagement], and in which type of location the first contact occurred. It also calculates a rate of engagement by dividing the number of persons contacted during the report range by the number of persons engaged (both in total and by location of first contact).
- 4.13 **Date of Engagement** - the date the client became 'engaged' in project services after one or more contacts with a street outreach project or night-by-night shelter
- 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 exit.
- The date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

One Time Fields

- One Time Fields and Vital Assessments:
 - Date of Engagement = Number of Persons Engaged = Date of Engagement

Status	Project	Project Start- Exit Dates	Case Assignments	Family	One Time Fields	Enrollment ID
 Exited	KC Rescue Mission - Emergency Shelter	12/14/2015 - 12/15/2015	0			2908056

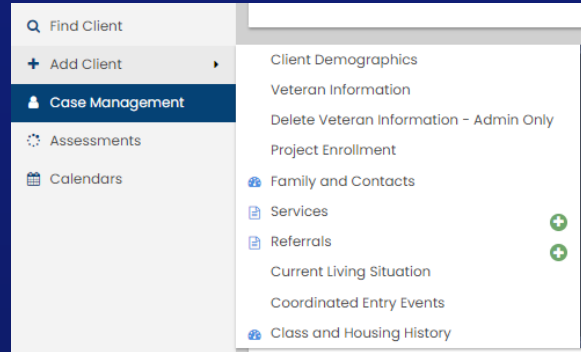
Date of Engagement 

Clear Date of Engagement



One Time Fields

- One Time Fields and Vital Assessments:
 - Date of Contact = Number of Persons Contacted = Current Living Situation



Current Living Situation (summary) + Add New

Total Rows: 0

Service Type	Current Living Situation	Project Enrollment	Date
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Results Per Page: 50

Information Date * 02/07/2022

Program *

Current Living Situation *

Location details * Mid-America Regional Council

Service Type *

Account

Resources

- FY 2022 HMIS Data Standards
- <https://files.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Standards-Manual.pdf>