

QRG – KC Regional COVID-19 Response & Recovery Fund - HMIS Tracking

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics.

WHO THIS GUIDE IS FOR – Agencies who have been awarded funds from the **Kansas City Regional COVID-19 Response & Recovery Fund** and are a part of

- **KS-505, KC METRO HMIS** supported by MARC
- **MO-604, Caseworthy** supported by GKCCEH
- **Note: Some agencies will have programs in both CoCs.**

This guide is useful for Case Managers and System Admins enrolling clients in the program or generating reports from HMIS.

ABOUT THE KC REGIONAL COVID-19 RESPONSE AND RECOVERY FUND PROGRAM

<i>Grant Period</i>	March 1, 2020	December 31, 2020
<i>Project Type</i>	Support Services Only	
<i>Program Name</i>	Your Agency - SSO COVID-19 Response Fund	
<i>Services Available</i>	Mortgage Assistance - COVID-19 Response Fund Other Assistance - COVID-19 Response Fund Prescription Assistance - COVID -19 Response Fund Rent Assistance - COVID-19 Response Fund Utility Assistance - COVID-19 Response Fund	

ENROLLING AND MANAGING CLIENTS IN THE SSO COVID-19 RESPONSE FUND PROGRAM

Enter and manage clients enrolled in the **SSO COVID-19 Response Fund** project as you would for any other program enrollment, using *HMIS Intake* workflow.

NOTE: There are no assessments associated with this program.

5 services have been setup for this program in HMIS:

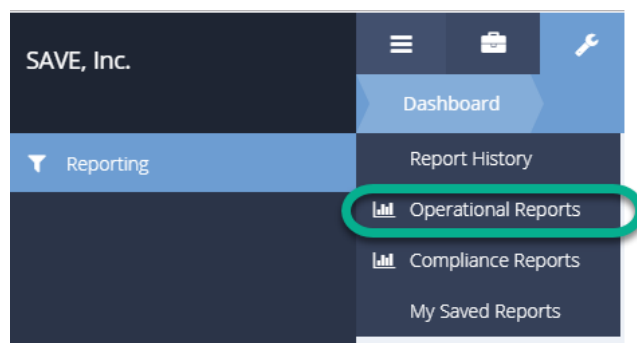
- Mortgage Assistance - COVID-19 Response Fund
- Other Assistance - COVID-19 Response Fund
- Prescription Assistance - COVID -19 Response Fund
- Rent Assistance - COVID-19 Response Fund
- Utility Assistance - COVID-19 Response Fund

Important Reminders:

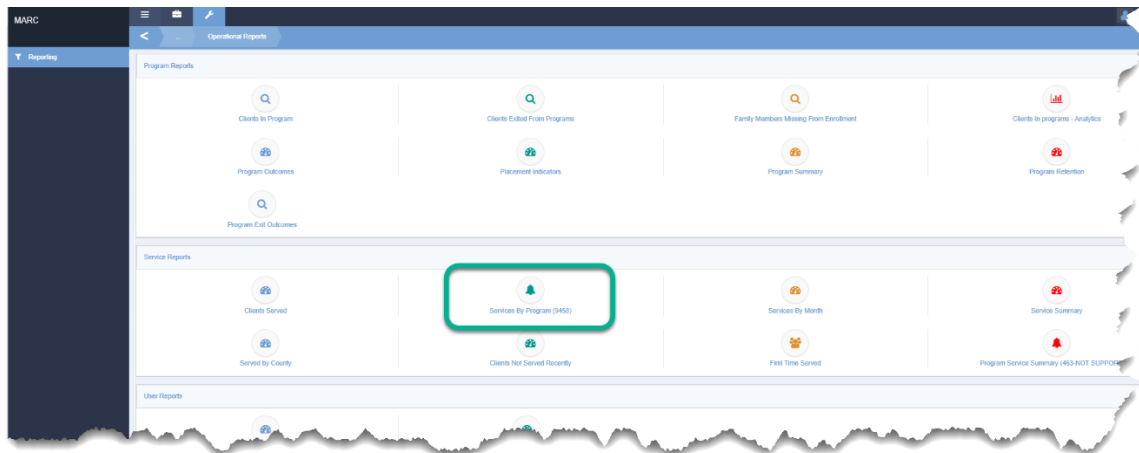
1. Change the program enrollment and service dates as needed; they default to current date.
2. Be sure to exit the client once program is completed.

REPORTING – THE SSO COVID-19 RESPONSE FUND PROGRAM

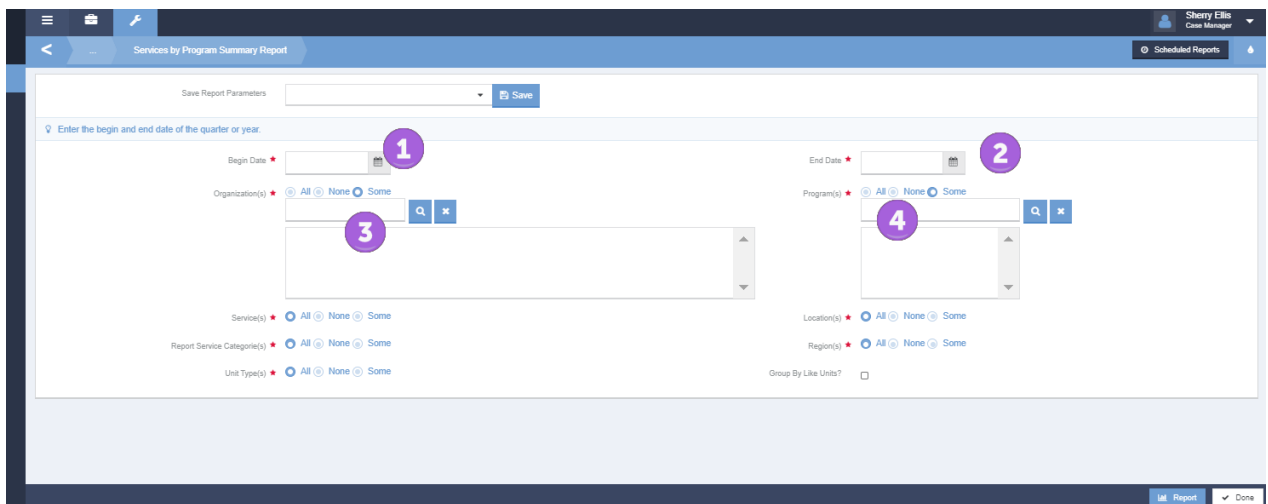
1. Go to the Operational Reports sub-menu from the Administration (wrench) button, Reporting, Operational Reports



2. Select icon Services By Program (9548)

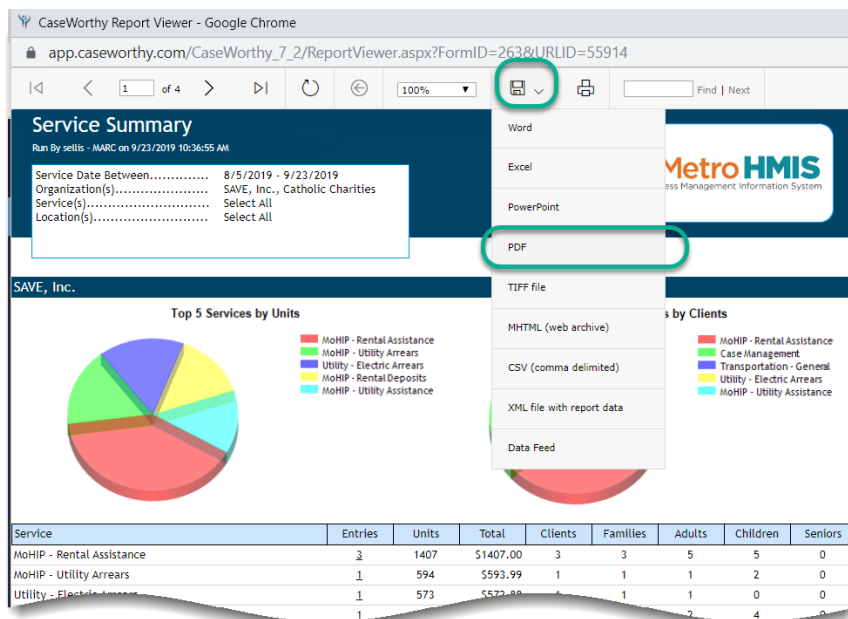


3. Complete the following report parameters and click the *Report* button.



1	Enter Report <i>Begin Date</i>
2	Enter report <i>End Date</i>
3	Select your Organization
4	Select: <i>SSO COVID-19 RESPONSE FUND</i> for your agency

- From the generated report, you can select the export icon and PDF to send the report.



DO NOT download or share the individual *Service Summary Details* as this information contains PII.

It is recommended that at least once a month you run this report to assure information is being captured accurately.

A SPECIAL NOTE FOR AGENCIES WHO WILL SUPPORT CLIENTS IN BOTH CoCs

There are some agencies who support clients in both KS-505 HMIS and MO-604 HMIS. Depending on the needs of your CoC, your clients and you we may set your program up in one system. Please be sure to reach out during program set-up so we can discuss.

FOR KS-505 HMIS SUPPORT

For this or other support, please reach out to MARC by opening a helpdesk ticket:

<http://www.kcmetrohmis.org/helpdesk.htm>.

FOR MO-604 HMIS SUPPORT

<https://www.gkccch.org/hmis>

For more information about the Kansas City Regional COVID-19 Response and Recovery fund

<https://www.growyourgiving.org/covid/>