



USER BULLETIN: Disability Workflow for Homeless Outreach Programs 28-Jan-14

The following document will assist you in correctly recording client disability information to ensure it is captured for Question 36c on the APR for Homeless Outreach Programs.

Homeless Outreach Programs have a **special workflow** for recording Entry/Exits. If you have not created the client's entry, please visit the following link for instructions on how to do so before proceeding: <https://knoxhmis.sworps.tennessee.edu/wp-content/uploads/2014/01/Street-Outreach-Workflow-with-Notes2.pdf>

Step 1: Viewing current client information

You will then need to access the client profile page (Figure 1). Please click the "Entry/Exit" tab as indicated by the red arrow.

The screenshot shows the HMIS client profile page for Caitlin T. The page is titled "Client - (32001) Test, Caitlin T". Below the title, there is a "Release of Information: None" status and a "Switch to Another Household Member" dropdown menu. The main content area is divided into two sections: "Client Information" and "Service Transactions". The "Client Information" section has several tabs: "Summary", "Client Profile", "Households", "ROI", "Entry / Exit", "Case Managers", "Case Plans", "SSOM", and "Assessments". The "Entry / Exit" tab is highlighted with a red arrow. Below the tabs, there is a "Client Record" section with a table of client information and a "Client Demographics" section with a table of demographic information.

Client Record	
Name	Test, Caitlin T
Alias	
Social Security	--4567
SSN Data Quality	Partial SSN Reported (HUD)
Age	22

Client Demographics	
Date of Birth	06/20/1991
Date of Birth Type	
Gender	Female
Primary Race	White (HUD)
Secondary Race	White (HUD)
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Figure 1

On the Entry/Exit tab, click "Add Entry/Exit" as indicated by the red arrow in Figure 2 and create an entry as specified in the Street Outreach Workflow document:

<https://knoxhmis.sworps.tennessee.edu/wp-content/uploads/2014/01/Street-Outreach-Workflow-with-Notes2.pdf>

Client - (32001) Test, Caitlin T

(32001) Test, Caitlin T
Release of Information: None

Client Information | Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | SSOM | Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
No matches.						

Add Entry / Exit

Exit

Figure 2

Step 2: Adding Client Disability

You will then be taken to the “Entry/Exit” Data screen (Figure 3). It is on this page that you will find the place to edit a client’s disability information.

Entry/Exit Data

Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

Provider* University of Tennessee at Knoxville (1) Search My Provider Clear

Type* HUD Update

Household Members Associated with this Entry / Exit

Name	Head of Household	Entry Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes
(32001) Test, Caitlin T		01/28/2014						

Include Additional Household Members Showing 1-1 of 1

Entry Assessment

Household Members

(32001) Test, Caitlin T Age: 22

Household Data Sharing

Client: (32001) Test, Caitlin T Add Household Data

Figure 3

Located on the “Entry/Exit Data” screen is the “Disability Information” Sub-assessment. If your client has a disability, please select “yes” for the question “Do you have a disability of long duration.” Then click “Add” as indicated by the red arrow in Figure 4.

Disabilities			
	Disability Type	End Date	Start Date *
	Mental Health Problem (HUD 40118)		12/11/2013

Showing 1-1 of 1

Do you have a disability of long duration? Yes (HUD)

Figure 4

The “Add Recordset” screen will then pop up for your client (Figure 5). Select the appropriate answers for “Disability type,” “disability determination,” and “is the client currently receiving services or treatment?”. Please then click “Save” as indicated by the red arrow in Figure 5.

Add Recordset - (32001) Test, Caitlin T

Disabilities

Disability Type	Physical/Medical (HUD 40118)
Disability determination	No (HUD)
(If yes) Currently receiving services or treatment?	No (HUD)
Note on Disability	
Above condition is going to be long term?	Yes
End Date	/ /
Start Date *	01 / 28 / 2014

Save Save and Add Another Cancel

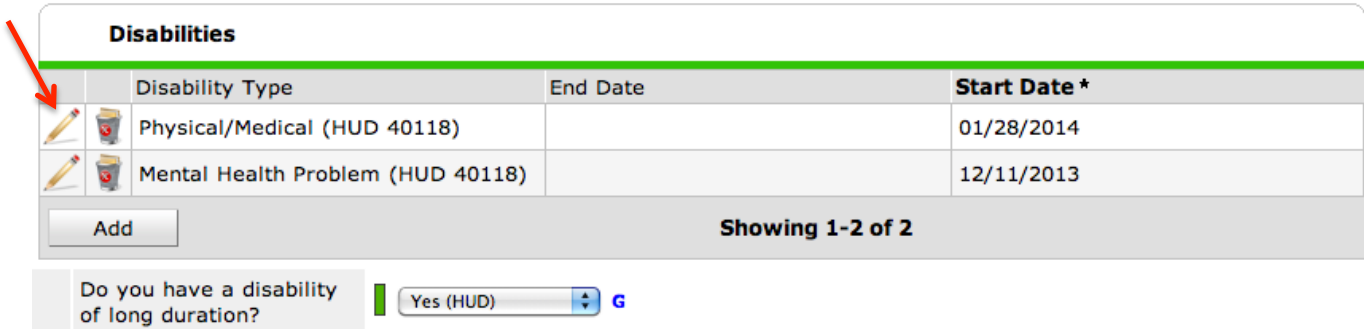
Figure 5

In this example, the client has a physical/medical disability and is not receiving treatment. Unless the client starts treatment while enrolled in the program, this record will be left untouched upon exit. Following are directions on how to record client disability if she begins receiving treatment during program enrollment.

Step 3: Changing Client Disability When He/She Begins Receiving Treatment

When the client begins treatment, you will need to change the disability record you just created. To do so, access the client's entry (or exit if appropriate) and click on the pencil next to the disability record as indicated by the red arrow in Figure 6.

Disability Information



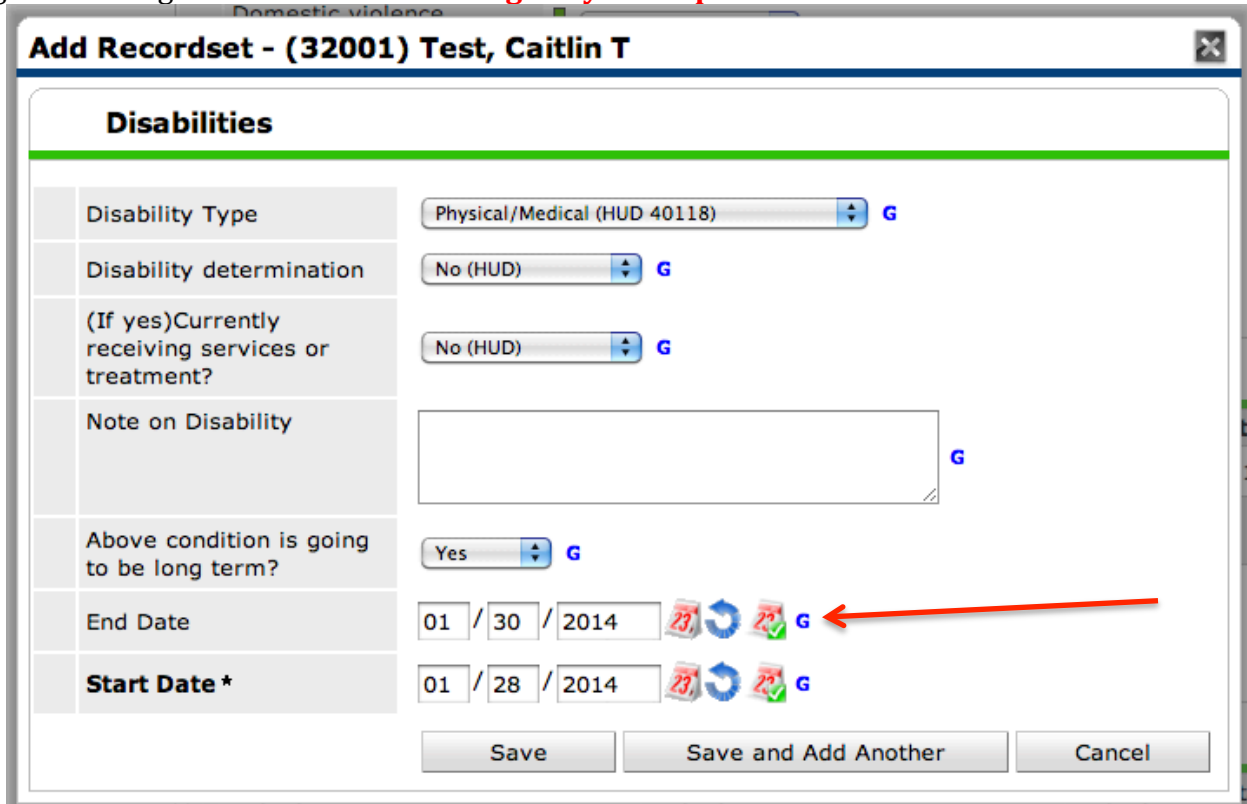
Disabilities			
	Disability Type	End Date	Start Date *
	Physical/Medical (HUD 40118)		01/28/2014
	Mental Health Problem (HUD 40118)		12/11/2013

Add Showing 1-2 of 2

Do you have a disability of long duration? Yes (HUD) G

Figure 6

You will then be taken to the “Add Recordset” pop-up. Add an “End Date” for the date the client began receiving treatment. **Do not change any other part of the record.** Then click “Save” to exit.



Add Recordset - (32001) Test, Caitlin T

Disabilities



Disability Type	Physical/Medical (HUD 40118) G
Disability determination	No (HUD) G
(If yes) Currently receiving services or treatment?	No (HUD) G
Note on Disability	G
Above condition is going to be long term?	Yes G
End Date	01 / 30 / 2014 G
Start Date *	01 / 28 / 2014 G

Save Save and Add Another Cancel

Figure 7

Then click “Add” to add a new disability entry where the client is receiving treatment.

Disability Information

Disabilities			
	Disability Type	End Date	Start Date *
	Physical/Medical (HUD 40118)		01/28/2014
	Mental Health Problem (HUD 40118)		12/11/2013

Showing 1-2 of 2







Add

Do you have a disability of long duration? **G**

Figure 8

You will then again be taken to the “Add Recordset” pop-up. Select the same disability type, select “Yes” for “Disability Determination,” and select “Yes” for “is the client currently receiving treatment?” You can then click “Save” as indicated by the red arrow in Figure 9.

Add Recordset - (32001) Test, Caitlin T

Disabilities	
Disability Type	Physical/Medical (HUD 40118) G
Disability determination	Yes (HUD) G
(If yes)Currently receiving services or treatment?	Yes (HUD) G
Note on Disability	<input type="text"/> G
Above condition is going to be long term?	Yes G
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>    G
Start Date *	01 / 30 / 2014    G

Save **Save and Add Another** **Cancel**

Figure 9

You are finished entering client disability to ensure he/she is counted correctly on Question 36c of the APR.

Please contact hmissupport@utk.edu if you have any questions.

Disability Workflow for Homeless Outreach Programs

January 29, 2014

