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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.

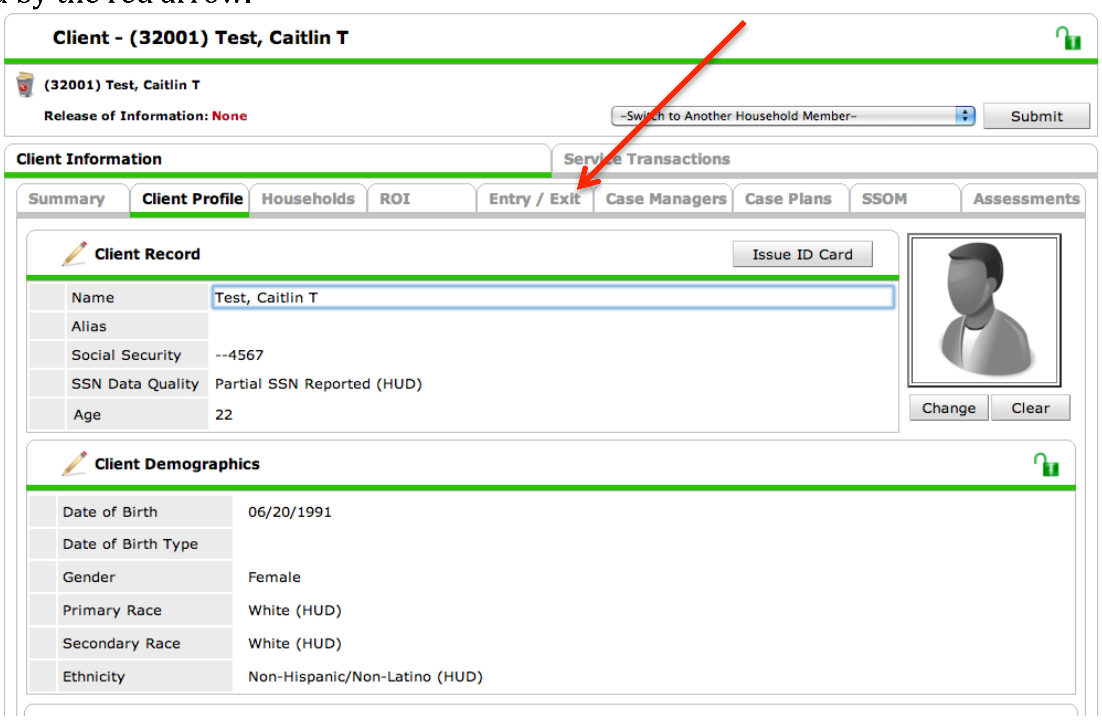

Figure 1

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

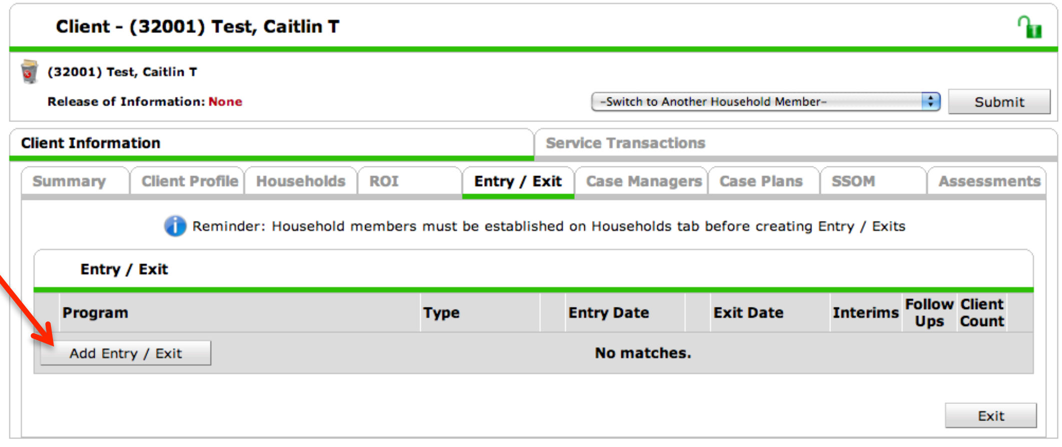

Figure 2

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.

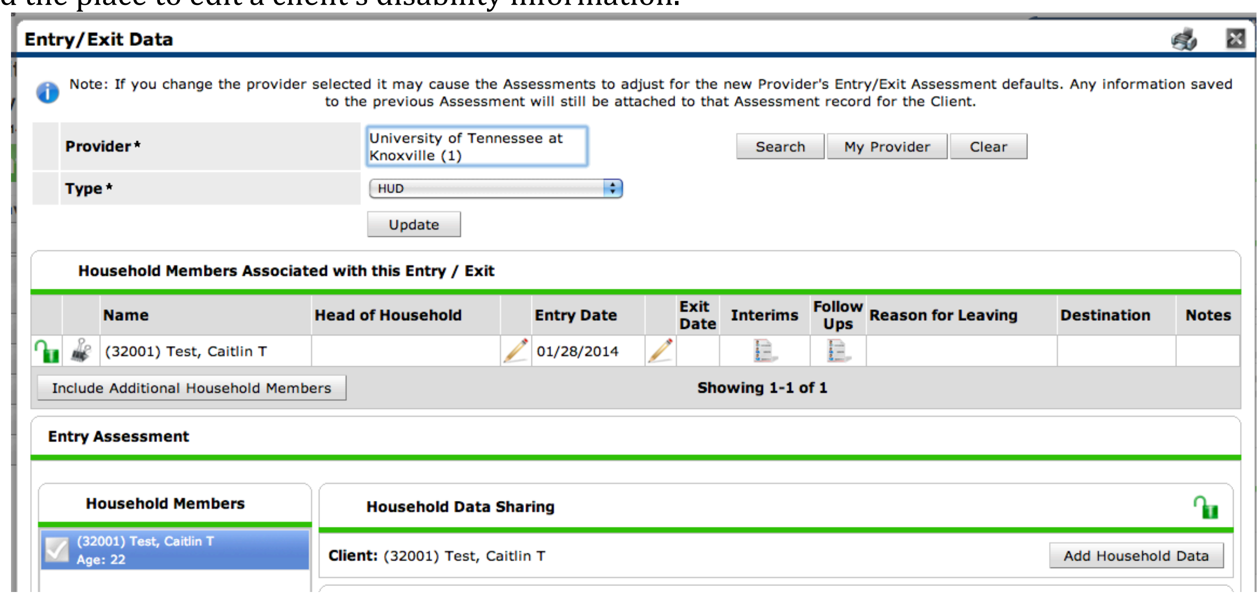

Figure 3

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.

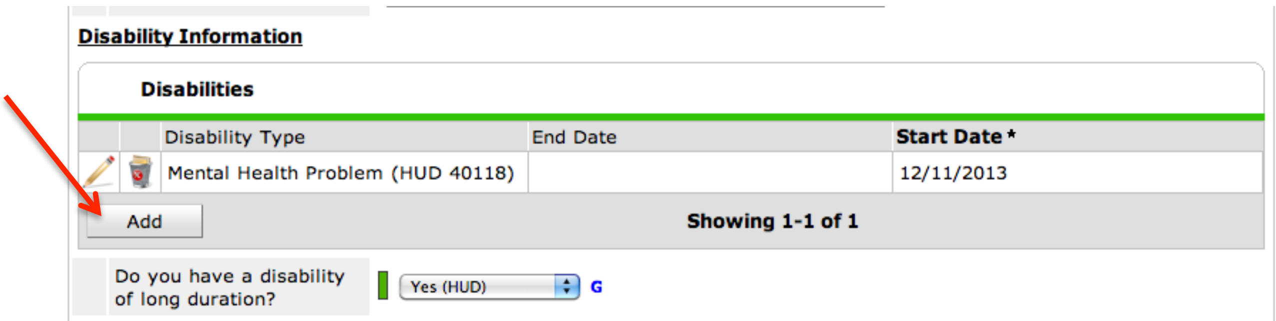

Figure 4

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.

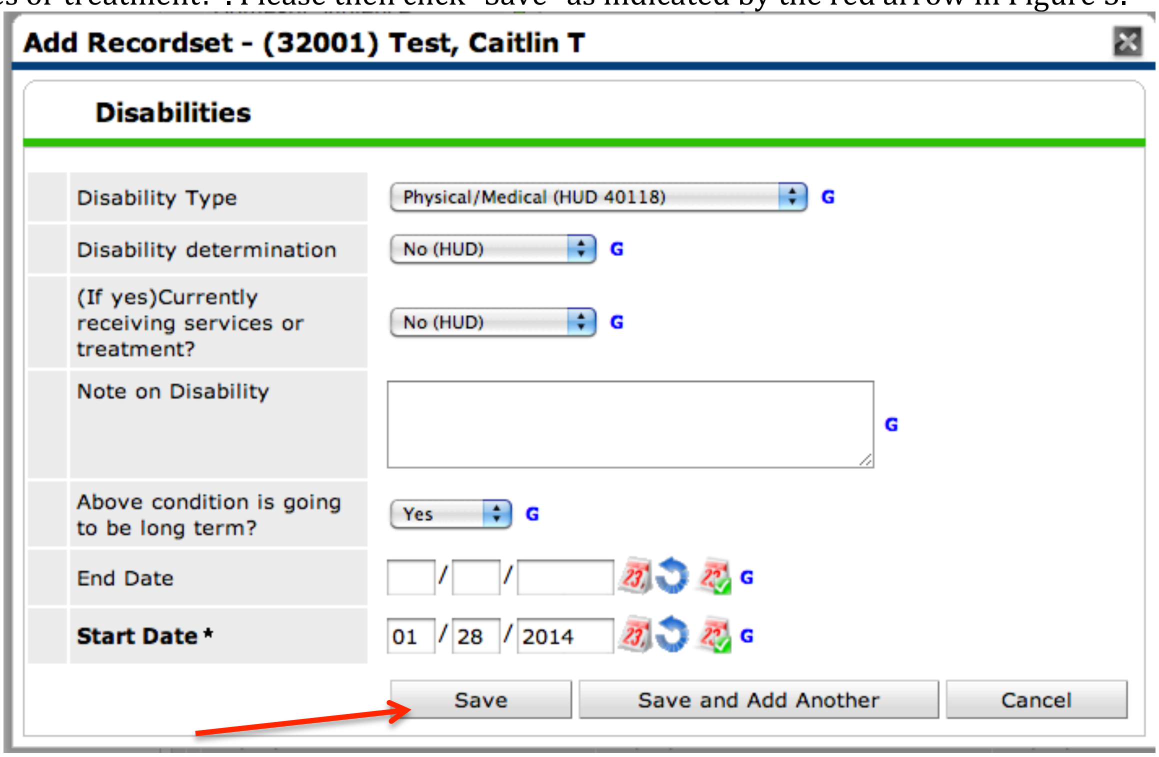

Figure 5

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.

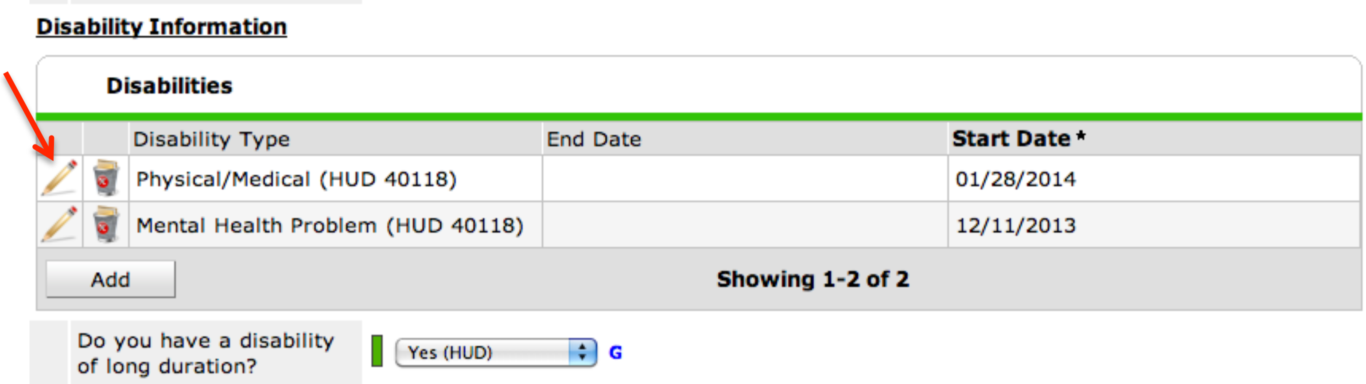

Figure 6

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.

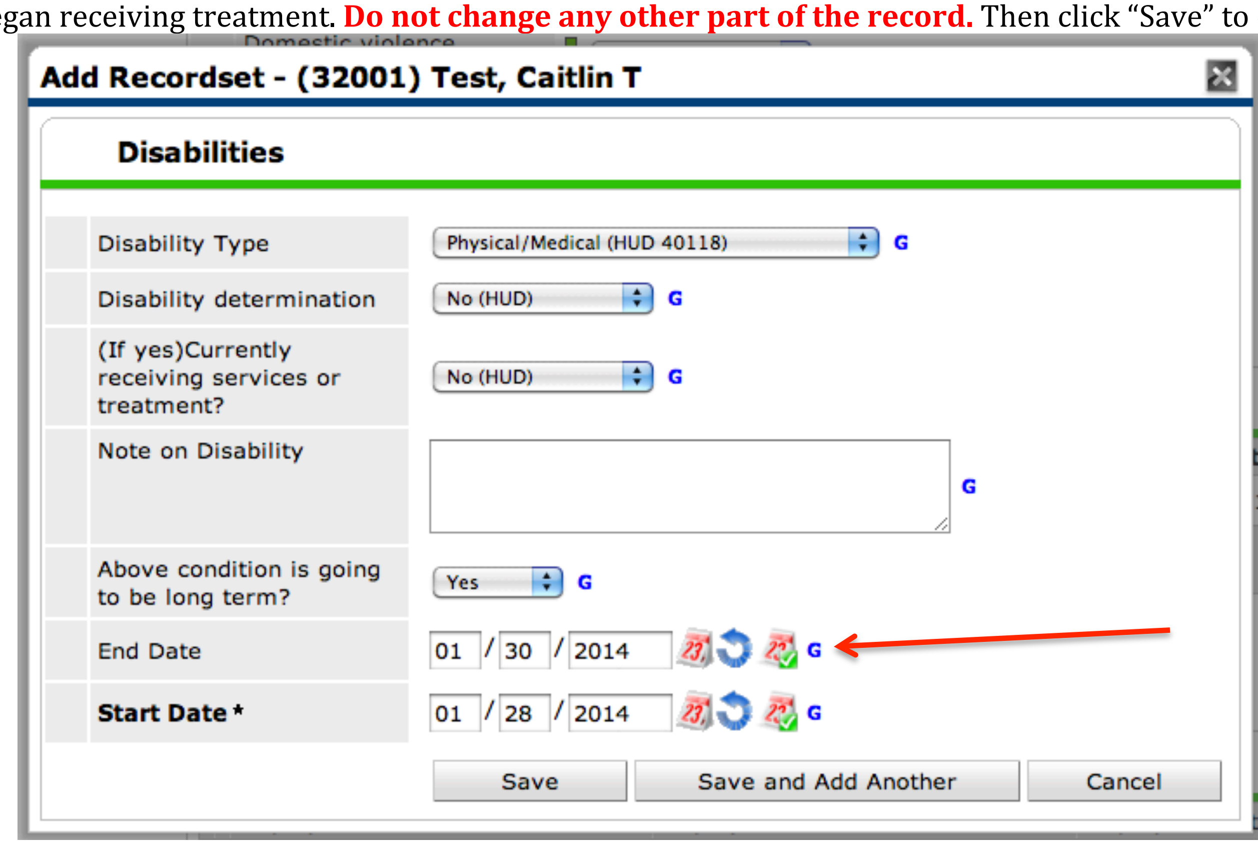

Figure 7

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

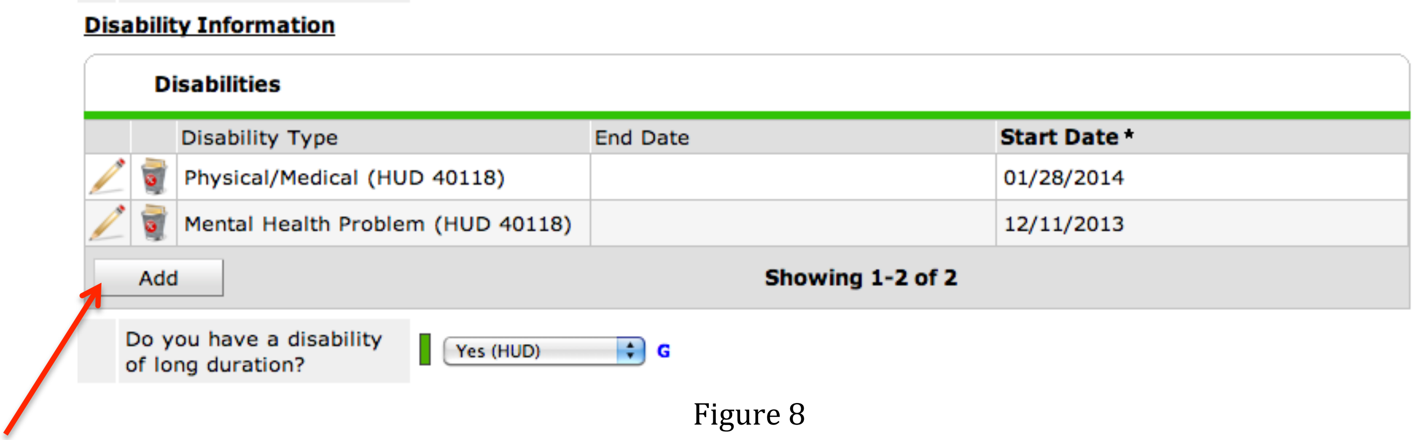

Figure 8

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.

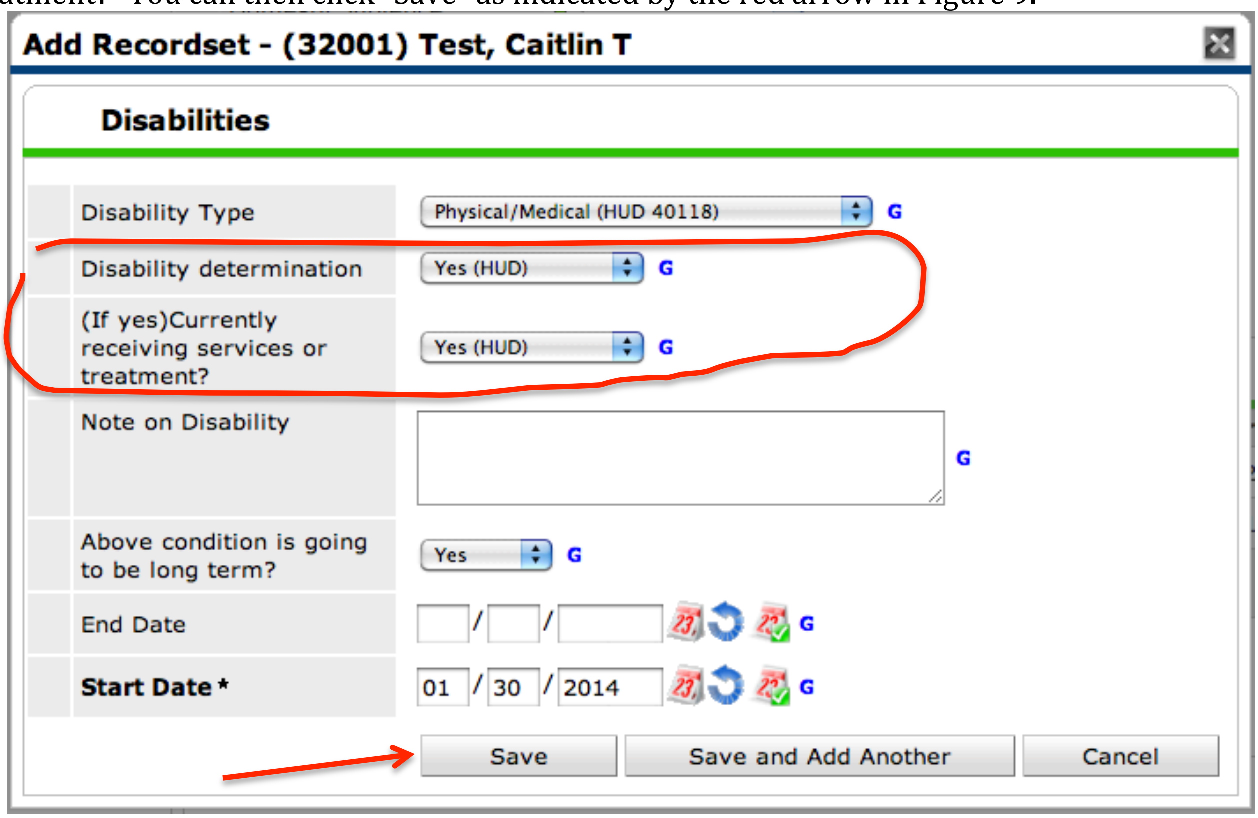

Figure 9

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.