

HMIS: HOUSED CLIENTS

1

EXIT CLIENT FROM COORDINATED ENTRY

- CE Reassessment
- Add New Family Member(s)
- Exit Diversion/CE Workflow**

On the client's dashboard, click the arrow to the left of the Texas BoS CE enrollment and select "Exit Diversion/CE Workflow." Complete the questions for the exit interview either with the client or to the best of your knowledge.

2

ADD "HOUSED" CE SERVICE STATUS TO CLIENT PROFILE

- CE Statuses**
- CE Process Not Applicable; No Local or Nearby CE Process - 18th Region Only
 - CE Reassessment
 - Client Accepted
 - Client Assessed
 - Client Deceased
 - Client Declined
 - Client Housed**
 - Contact Attempt #1
 - Contact Attempt #2
 - Contact Attempt #3
 - Contact Attempt #4
 - Contact Attempt #5
 - Left the Area
 - Unable to Contact Client

On the client's dashboard, go to "Services" then "Add New Service," select the CE Enrollment and date the client was housed, then add the "Client Housed" status to the client's profile.

3

ADD "INACTIVE" SERVICE STATUS TO CLIENT PROFILE

- Active/ Inactive Statuses**
- Active - Returned Sheltered
 - Active - Returned Unsheltered
 - Active - Sheltered
 - Active - Unsheltered
 - Inactive - Deceased
 - Inactive - Left the Area
 - Inactive - Missing
 - Inactive - Non-Permanent Housing
 - Inactive - Permanent Housing**

On the client's dashboard, go to "Services" then "Add New Service," select the CE Enrollment and the date the client was housed, then add either of the Inactive Housing services (Permanent or Non-Permanent) to the client's profile.

4

SHARE IT!

Share the news about your client's housing at the next Case Conferencing meeting

OR

E-mail Madeline Fink at madeline@unitedwaydenton.org

