









Updating Income in HMIS







Here are some easy steps to follow while updating income in HMIS:

- 1) First, be sure you select the pencil next to the correct Entry/Exit you need to update from the client summary page.

Entry/Exits			
Program	Type	Project Start Date	Exit Date
Homeless Leadership Alliance of Pinellas, Inc.	Basic	 02/01/2024	 02/02/2024
Coordinated Entry - Individuals (VI-SPDAT)	HUD	 01/16/2024	
2023 Point-In-Time Count	Basic	 01/18/2023	
2023 Point-In-Time Count	Basic	 01/18/2023	







Add Entry / Exit Showing 1-4 of 4

- 2) Scroll down to Monthly Income and open the HUD Verification to start the update.

Monthly Income						
Monthly Amount	Source of Income	Income Verified?	Receiving Income Source?	Start Date *	End Date	
 US\$1,000.00	Earned Income (HUD)	Yes	Yes	03/20/2020		
 US\$900.00	Earned Income (HUD)	Yes	Yes	04/13/2020		
	Worker's Compensation (HUD)		No	02/28/2020		
	VA Service Connected Disability Compensation (HUD)		No	02/28/2020		
	TANF (HUD)		No	02/28/2020		

Add View Gross Income Showing 1-5 of 17 First Previous Next Last



- 3) Select the pencil next to the Income you need to update.

HUD Verification: Monthly Income for 05/21/2020				
Per Source of Income, the current records for Monthly Income as of 05/21/2020 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 05/21/2020, records containing "Yes" values will be displayed and take precedence for reporting purposes.				
Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
 Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Earned Income (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 General Assistance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Other (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Pension or retirement income from another job (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

4) Enter an end date for the existing entry, it must be **1 day prior to the date of discovery** (Example: if today's date is 5/18/2020, the end date would be 5/17/2020). No other information should be added and/or modified. Only the **end date** and **Receiving Income Source** should be added then click save.

Edit Recordset - (481707) Test, Test

Monthly Income

Monthly Amount	1000.00 G
Source of Income	Earned Income (HUD)
If Other, Please Specify	
Income Verified?	Yes G
Receiving Income Source?	No G 
Annual Income	\$17,701 - \$20,200 G
Start Date *	12 / 13 / 2023 G
End Date	01 / 16 / 2024 G 

Buttons: Print Recordset, Save, Cancel

5) If there are multiple old entries, repeat until Yes next to any Income that is no longer being received is grayed out to a no selection.

HUD Verification: Monthly Income for 01/16/2024

Per Source of Income, the current records for Monthly Income as of 01/16/2024 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 01/16/2024, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Assistance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pension or retirement income from another job (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Disability Insurance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Income From Social Security (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSDI (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSI (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
TANF (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unemployment Insurance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Non-Service Connected Disability Pension (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Service Connected Disability Compensation (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worker's Compensation (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Save, Save & Exit, Exit



- 6) If a pencil is no longer displayed next to the income you are updating, click Yes. If there is a pencil next to the income you are updating, select the pencil.

HUD Verification: Monthly Income for 02/02/2024

Per Source of Income, the current records for Monthly Income as of 02/02/2024 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 02/02/2024, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Receiving Income Source? value for all incomplete Source of Income records


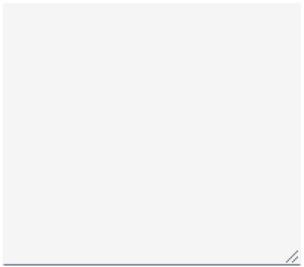








No
 Data Not Collected
 Incomplete

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
 Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- 7) In the next window enter the new Monthly Amount, select Yes from the Income Verified drop down menu, select correct amount for Annual Income then save the new entry.



Add Recordset [X]

Monthly Income

Monthly Amount	3500	
Source of Income	Earned Income (HUD)	
If Other, Please Specify		
Income Verified?	Yes	
Receiving Income Source?	Yes	
Annual Income	\$40,401 - \$43,650	
Start Date *	02 / 02 / 2024	  
End Date	/ /	  

Save **Cancel**

8) If the client is no longer receiving the income being updated, click No then Save & Exit.

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
 Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>