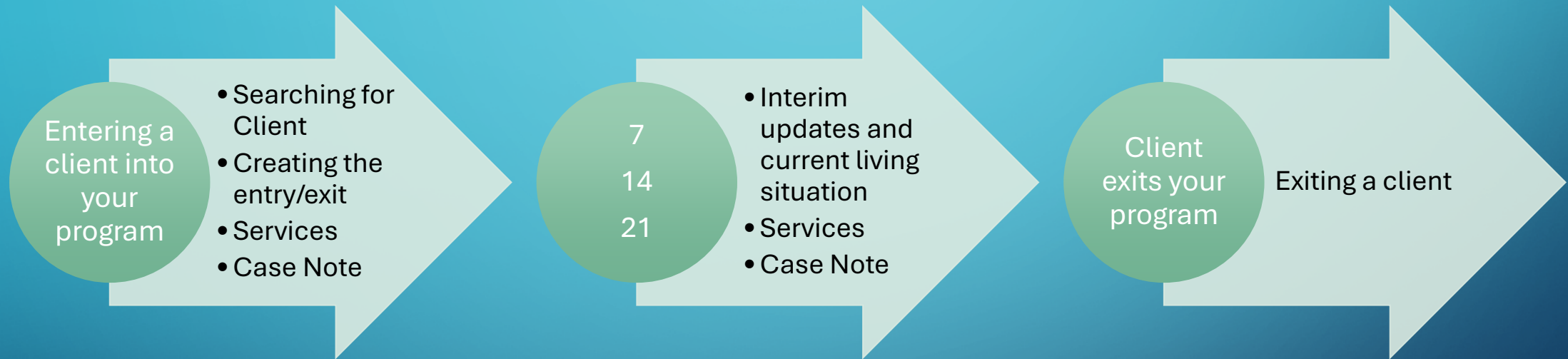




STREET OUTREACH HMIS WORKFLOW

THE ENTRY/EXIT WORKFLOW



FIRST CONTACT

1. Search and add Client Profile
2. Create a Household
VI-FSPDAT (1st contact with family)
3. Release of Information (ROI)
4. Enter a Street Outreach Entry & complete assessment
*SPL Entry if client requests shelter
5. Create a Service
6. Create a Case Note



CREATE A CASE NOTE

1. Click on the **Case Plans** tab
2. Click on Goal
3. Select yourself as Case Manager from the dropdown
4. **Classification:** Notes
5. **Type:** Case Notes
6. **Overall Status:** In Progress or Closed

The screenshot shows a software interface for creating a case note. The interface is divided into two main sections: 'Client Information' on the left and a form on the right. The 'Client Information' section has tabs for 'Summary' and 'Client'. Under 'Goals', there is a 'Classification' dropdown set to 'Notes' and an 'Add Goal' button. Under 'Case Plans File Attachments', there is a 'Date Added' dropdown and an 'Add New File Attachment' button. The form on the right has fields for 'Provider' (Directions for Living, Street Outreach Team (13016)), 'Case Manager' (-Select-), 'Date Goal was Set' (10 / 10 / 2020), 'Classification' (Notes), 'Type' (Case Notes), 'Goal Description' (empty text area), 'Target Date' (empty date field), and 'Overall Status' (In Progress). Green circles with numbers 1 through 6 highlight the steps: 1. Case Plans tab, 2. Add Goal button, 3. Case Manager dropdown, 4. Classification dropdown, 5. Type dropdown, 6. Overall Status dropdown.

CREATE A CASE NOTE

7. Click on Add Goal

8. Click on Add Case Note

9. Select yourself from the Case Manager dropdown

10: Note: Case Note

7 Add Goal Cancel

Case Note

Case Note - (501090) test1, test

▼ **Household Members**

No Household Members were originally associated.

Provider * Directions for Living, Street Outreach Team (13016) ▾

Case Manager -Select- ▾ 9

Note Date * 10 / 10 / 2020 🗑️ 🔄 📅

Note * 10

Save Case Note Cancel

8

Projected Follow Up Date	Follow Up User	Follow Up Made	Completed Follow U	Outcome at Follow

Provider	Case
Add Case Note	

Action Steps Plan
Action Step
Add Action Step

Service Items for
Date Set Created B
Add Service

THINGS TO REMEMBER

- ROI (No data should be inputted into HMIS prior to having an ROI!)
- Always create a household - Only one individual should be identified as the Head of Household.
- Add Current Living Situation in the Entry
- Input the first contact date as the Date of Engagement






OUTREACH SECOND CONTACT

Contacts should be attempted throughout the next 30 days. At 30 days, if a contact has not been made then close, or Exit, the initial Entry.

- If contact was made
 - Create an Interim Update for the second contact on the initial Entry
 - Input the Current Living Situation to capture the second contact

CREATE AN INTERIM UPDATE

1. Click on the **Interim Symbol**
2. Click **Add Interim Review**
3. Select **Update** from the **Interim Review Type** dropdown
4. Review Date is the date of the second or third contact

	Project Start Date	Exit Date	Interims
	10/23/2020		 1



Interim Reviews

Interim Reviews Associated with this Entry / Exit



Review Date	Review Type
Add Interim Review 2	

No matches.













Interim Review Data

Entry / Exit Provider	Directions for Living, Street
Entry / Exit Type	PATH
Interim Review Type *	Update 3
Review Date *	4 10 / 26 / 2020  

CREATE AN INTERIM UPDATE

Street Outreach was able to contact/locate the client?  

If contact was made, select **Yes** from the dropdown to confirm that Street Outreach was able to contact/locate the client.

Current Living Situation	
Start Date*	<input type="text" value="10"/> / <input type="text" value="26"/> / <input type="text" value="2020"/>    
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>    
Information Date	<input type="text" value="10"/> / <input type="text" value="26"/> / <input type="text" value="2020"/>    
Current Living Situation	<input type="text" value="Place not meant for habitation (HUD)"/>
If "Other", Specify	<input type="text"/>

Next, create a Current Living Situation with the contact's date, information date, and Current Living Situation

CREATE AN INTERIM UPDATE (CONT.)

If contact was not made, select **No** from the dropdown to confirm that Street Outreach was not able to contact/locate the client.

Street Outreach was able to contact/locate the client?

No **G**

Street Outreach staff are required to attempt to contact a client **7, 14, and 21 days after the last date of Contact**. If no contact is made, the client should be **exited 30 days after the last Contact**.

OUTREACH THIRD CONTACT



Contacts should be attempted throughout the next 30 days. At 30 days, if a contact has not been made then close, or Exit, the initial Entry.

If contact was made

- Create an Interim Update for the third contact on the initial Entry
- Input the Current Living Situation to capture the third contact
- Create a Coordinated-Entry enrollment and conduct a VI-SPDAT

WHEN TO EXIT STREET OUTREACH CLIENTS

They achieve
stable permanent
housing or,

They check into an
Emergency Shelter
or,

Leave the Street
Outreach
program or,

No contact can be
made despite
attempting contact
on the 7, 14, and
21-day mark
after the last
successful contact



QUESTIONS

- Send a ticket to the Pinellas HMIS Help Desk with any questions or concerns.
- Help Desk:
<https://pinellashmis.zendesk.com/hc/en-us>