

Creating HMIS ID Cards

Your how-to guide for creating client IDs using the Scans module within the Community Services Homeless Management Information System (HMIS).



1

The ROI

Obtain an Informed Consent & Release of Information from the client. Ensure they have read, understood, and signed the form.



2

Client Profile

Search for the client in the Clients Module, & confirm their information. If they don't have an existing profile, create one now.



3

Adding Information

If there isn't a recent photo in their HMIS client profile, capture and upload one. Then click the ROI tab, and select "Add a new ROI".



4

Scans Module

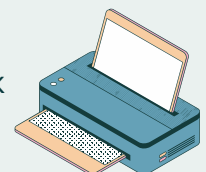
Under the Scans Module, click the "Manage Client Lists" tab, then "Create New Client List". Begin adding clients by their HMIS ID numbers.



5

Create & Print

Under the Scans Module, go to the "Generate ID Cards" tab. Click the plus symbol next to the appropriate list. Select all clients, then print! Be sure to include the client photo and agency logo.



Congratulations! You've created an HMIS client ID card.