Emergency Shelter Workflow

Pinellas HMIS

Household & ROI

1

Create a new household or verify the exiting one. Then, add the Release of Information (ROI). Remember, no client data should be input into HMIS prior to having a valid ROI!

Shelter Entry

2

From the Shelters module, check the client in by clicking the plus sign icon next to an empty bed. Search for the client, then click submit. Complete the Entry Assessment questions, ensuring all HUD Verifications (income, insurance, disability, & non-cash benefits) are completed. A corresponding Entry will automatically generate within the Entry/Exit tab of the Client Profile.

Services

3

If applicable, add a Service Transaction(s). Services may include transportation, laundry, case management, etc. A client may have multiple service transactions while entered into a project. All services must occur on or after Entry and before Exit.

Shelter Exit

4

The exit date indicates that a client is no longer staying at the shelter. To check the client out, go to the Shelters module, view the appropriate Unit List, and click the red minus sign next to to the client's name. Select a Reason for Leaving and a Destination. Save and Exit. This will automatically generate an exit date on the corresponding entry within the Entry/Exit tab of the client's profile.

Created 12/2025 on behalf of HLA - C. Bare

Homeless Management Information System (HMIS)
Release of Information (ROI)
Department of Housing & Urban Development (HUD)