Homelessness Prevention Workflow

Pinellas HMIS

1. Household & ROI

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!

2. Project Start

Complete an Entry Assessment, ensuring that all appropriate household members are included. For prevention, project start is the date the client first began working with the project; generally this is the first provision of service. Be sure to complete all HUD Verifications (income, insurance, disability, & non-cash benefits), and verify that all client information is true & correct.

3. Services

Add your Service Transaction(s), again ensuring that all appropriate household members are included. Services may include case management, rental assistance, utility assistance, etc. A client may have multiple service transactions while entered into a project. All services must occur on or after Entry, and before Exit.

4. Interims

Use interim assessments to update client information such as changes in income, insurance, or non-cash benefits. E.g., to record a change in income, end the current income and add the new amount separately.

5. Project Exit

The exit date indicates that a client is no longer in the project; they are no longer receiving prevention services. Select a Reason for Leaving, a Destination, and add a brief note when possible.

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

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