



## HMIS@NCCEH Data Entry Training

### Client Profile C

**Introduction:** Congratulations, you have completed the HMIS@NCCEH Introduction to Data Entry series of trainings. Now it's time to practice and show off your skills! In order to receive your new HMIS License you must create a new client and follow the prompts below in the HMIS Training Site ([sp5.servicept.com/hmisnceh\\_training](http://sp5.servicept.com/hmisnceh_training)).

#### Procedure:

- ✓ Use the client profile below to walk a client through the data entry stages. Complete all data elements for your project type and funding source.
  - Project: Enter the client into the project you will work with mostly
  - Start Date: Two weeks ago
  - Interim: In between the Start and End Dates
  - End Date: Yesterday
  - First Name: First name is the current day of the week
  - Last Name: Your last name
- ✓ Complete all data elements for your project type and funding source.
- ✓ Once complete, complete the [Practice Client Notification Form](#), and we will receive notification to review your client.

#### HMIS Training Client Profile C

**Project Start:** Client C is a Hispanic White male who reported his SSN as 355-54-9162. His date of birth is October 20, 1979. He is presenting alone for services and states that he is not a Veteran. Client C reports that he does not have a disability and does not have health insurance. He does have an income of \$1000 a month from his job and receives SNAP benefits of \$70 a month.

Last night Client C stayed in a hotel in Lee County that he paid for. He has been staying there for two weeks but is no longer able to afford it until he gets paid again. He has been staying in hotels, with friends or in emergency shelters. This has been going on for the last year and a half. Usually he can stay with a friend for a month or so then he'll pay for a hotel until he runs out of money. This is his fourth time in emergency shelter in the last year and a half and has been in emergency shelter for a total of 6 months so far. The zip code for his last apartment was 29763. He is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client C has not experienced domestic violence.

**Project Interim:** Add interim to adjust employment income to \$1200 a month and SNAP to \$50 a month. Complete a VI-SPADAT Assessment for your client.

**Project Exit:** Add exit with destination to hotel or motel paid for without emergency shelter voucher.