



HMIS@NCCEH Data Entry Training

Client Profile D

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/hmisncceh_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 D

Project Start: Client D is a non-Hispanic American Indian female who reported her SSN as 649-84-2795. Her date of birth is January 5, 1960. She is presenting alone for services and reports she is not a Veteran. Client D reports that she has a physical disability that she receives SSDI of \$500 a month and is employed part-time and makes an additional \$400 a month at her job. She is covered by Medicaid and Medicare and also receives SNAP benefits of \$100 a month.

Last night Client D stayed in a hospital in Wake County. She has been in the hospital for a week after a complication with her physical disability. While she was in the hospital her lease ended and she had not been able to find an affordable place yet. The zip code for her apartment was 27541. She was in an emergency shelter for a week two years ago as well. She is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client D did experience domestic violence a few years ago but is not currently fleeing a domestic violence situation.

Project Interim: Add interim to adjust employment income to \$500 a month, and SSDI to \$450 a month. Complete a VI-SPADAT Assessment for your client.

Project Exit: Add exit with destination to staying with family permanent tenure.