HMIS@NCCEH Data Entry Training
Client Profile E

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.
  - o Project: Enter the client into the project you will work with mostly
  - o Start Date: Two weeks ago
  - o Interim: In between the Start and End Dates
  - o End Date: Yesterday
  - o First Name: First name is the current day of the week
  - o 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 E

Project Start: Client E is a non-Hispanic Asian male who reported his SSN as 476-39-1782. His date of birth is May 16, 1975. He is presenting alone for services and states that he is not Veteran. Client E reports that he has a mental health and alcohol abuse disability and does not currently have any income. He does have an application in for disability benefits, but they have not been awarded yet. He does have Medicaid health insurance and SNAP benefits of $200 a month.

Last night Client E stayed in an emergency shelter in Hertford County. He has been staying there for a month but reached the shelter limited. He has been staying in emergency shelter and outside for the last 8 months after losing employment, but this is his first time being homeless. The zip code for his last home was 28763. He is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client E has not experienced domestic violence.

Project Interim: Add interim to add SSI income of $725 a month and adjust SNAP to $150 a month. Complete a VI-SPADAT Assessment for your client.

Project Exit: Add exit with destination to permanent housing other than RRH for formerly homeless persons.