



HMIS@NCCEH Data Entry Training

Client Profile F

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 F

Project Start: Client F is a Hispanic Black female who reported her SSN as 538-75-6941. Her date of birth is November 23, 1972. She is presenting alone for services and reports she is a Veteran. Client F reports that she has a chronic health condition. She receives the VA Non-Service-Connected Disability Pension of \$1029 a month and is covered by VA medical benefits. She also receives SNAP benefits of \$100 a month.

Last night Client F stayed in a home that she owns in Vance County. The home flooded and part of the roof caved in during a storm. She has owned the home for 3 years and has insurance. She has no one else to stay with in the meantime and has not received assistance for temporary location yet. The zip code for her home was 27869. This is her first episode of homelessness. She is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client F has not experienced domestic violence.

Project Interim: Add interim to add VA service-connected disability of \$200 a month and decrease VA non-service-connected income to \$900 a month and SNAP to \$75 a month. Complete a VI-SPADAT Assessment for your client.

Project Exit: Add exit with destination to owned by client, no ongoing housing subsidy.