

Add an Entry

Start by opening your client's profile in ClientPoint, and scroll down to the Entry/Exits dashlet on the Summary page. Click on "Add Entry/Exit."

Client - (26860) Bowman, Test A

(26860) Bowman, Test A
Release of Information: **None**

Client Information | Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

Added to the system 07/12/2007 02:25 PM

Name	Bowman, Test A	Gender	Female
Date of Birth	01/01/1998 (Age 21)	Primary Race	Client refused (HUD)
Social Security	555-55-5555	Secondary Race	
		U.S. Military Veteran?	No (HUD)

Provider	Permission	Start Date	End Date
HSC Screening	Yes	09/16/2019	10/16/2019
HSC Screening	Yes	09/16/2019	10/16/2019
HSC Screening	Yes	09/16/2019	10/16/2019

Program	Type	Project Start Date	Exit Date
Add Entry / Exit			
No matches.			

Click the checkbox for the household you are entering, and verify that all household members that are entering program have been selected. Select HUD from the "Type" dropdown (unless you are PATH- or RHY-funded; if you are, you will know). Set the entry date to the appropriate date based on your program type and set the entry time to 12:00:00 AM. Click Save and Continue.

- Outreach entry date = date of first contact
- Services only entry date (includes diversion) = date of first service
- Day center entry date = date of first visit
- Homelessness prevention entry date = date of first service
- Coordinated entry assessment entry date = date assessment was begun
- Rapid re-housing entry date = date client is admitted to program/has voucher available
- Permanent supportive housing entry date = date client is admitted to program

Project Start Data - (26860) Bowman, Test A

Household Members

To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(43090) Single Male

(26860) Bowman, Test A

(43201) Couple With No Children

(26860) Bowman, Test A

(99994) Bowman, Cherise A

Project Start Data - (26860) Bowman, Test A

Provider* HSC Diversion (2300) Search My Provider Clear

Type* HUD

Project Start Date* 10 / 25 / 2019 12 : 00 : 00 AM

Save & Continue Cancel

Please email hmisrequest@councilforthehomeless with any additional questions.

If you **do not** have the multi assessment feature enabled:

Verify that the household members are showing up correctly in the table at the top, answer all the questions for the first household member, and then click on the next household member. The household member you have made changes to will show a green checkbox by their name, as indicated below. Answer all questions for all clients (see “Working with Sub-Assessments” for insurance, disabling conditions, non-cash benefits, and income), then click Save and Exit.

The screenshot shows the 'Entry/Exit Data' form. At the top, there is a note: 'Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.' Below this, the 'Provider' is set to 'HSC Division (2300)' and 'Type' is 'HUD'. A table titled 'Household Members Associated with this Entry / Exit' lists two members: (26860) Bowman, Test A (Head of Household, Project Start Date 10/25/2019) and (99994) Bowman, Cherise A (Not Head of Household, Project Start Date 10/25/2019). Below the table, the 'Entry Assessment' section shows 'Household Members' with a list of the two members and their details. The 'Demographic Information' section shows 'Date of Birth' as 07/01/2000 and 'Date of Birth Type' as 'Full DOB Reported (HUD)'.

If you **do** have the multi-assessment feature enabled:

You will see the multi-assessment section between the client list at the top and the entry questions below. This section allows you to switch between different sets of questions as appropriate. Complete the questions on the question sets marked “All Clients” for all clients, “All Adults” for all adults in the household (or minor heads of household), and “Head of Household Only” for the head of household. For example, in a two parent household the children will have one question set completed (All Clients), the head of household’s partner will have two question sets completed (All Clients, All Adults), and the head of household will have three question sets completed (All Clients, All Adults, Head of Household Only). This feature allows you to skip questions that are not required for all household members, e.g. income is not required for children. See “Working with Sub-Assessments” for how to complete the insurance, disabling conditions, non-cash benefits, and income sub-assessments.

The screenshot shows the 'Entry/Exit Data' form with the multi-assessment feature enabled. The 'Provider' is 'HSC Prevention Division (2347)' and 'Type' is 'HUD'. The 'Household Members Associated with this Entry / Exit' table is the same as in the previous screenshot. Below the table, the 'Entry Assessment' section has a 'Select an Assessment' area with three radio buttons: 'Prevention - All Clients', 'Prevention - All Adults' (which is selected), and 'Prevention - Head of Household Only'. Below this, the 'Household Members' list is shown, and the 'Demographic Information' section includes a question: 'Do you identify as a member of the LGBTQ community?' with a dropdown menu.

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