

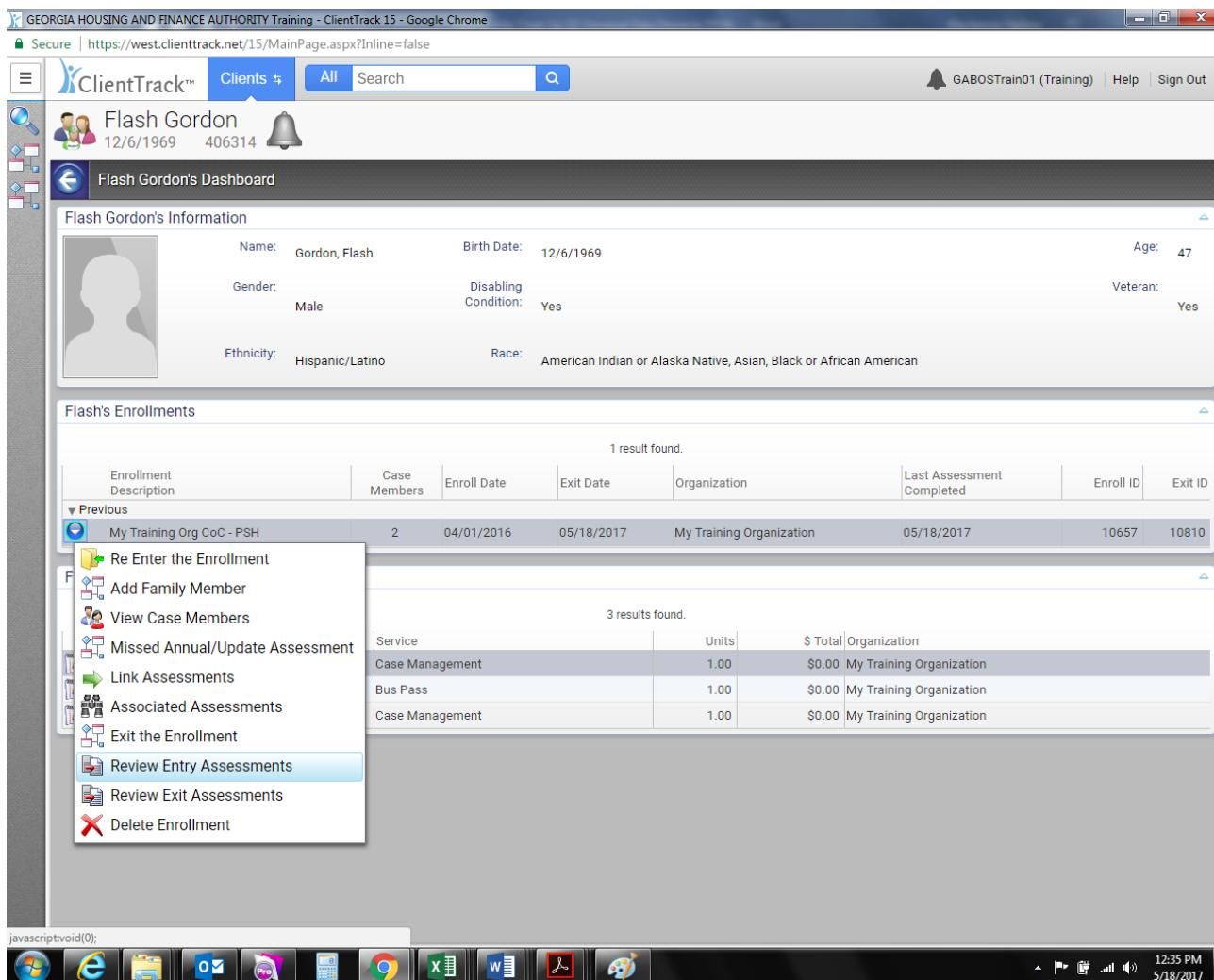


Georgia[®] Department of Community Affairs

Data Quality Clean Up: Q3 Universal Data Elements Veteran Status, Project Entry Date, Client Location, Disabling Condition

Determine via your DQ Detail Report which clients are flagged with these errors.

For Client Location errors, start at their Dashboard as seen below, moving to click Review Entry Assessment



GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chrome

Secure | https://west.clienttrack.net/15/MainPage.aspx?inline=false

ClientTrack™ Clients All Search

GABOSTrain01 (Training) Help Sign Out

Flash Gordon
12/6/1969 406314

Flash Gordon's Dashboard

Flash Gordon's Information

Name: Gordon, Flash Birth Date: 12/6/1969 Age: 47
 Gender: Male Disabling Condition: Yes Veteran: Yes
 Ethnicity: Hispanic/Latino Race: American Indian or Alaska Native, Asian, Black or African American

Flash's Enrollments

1 result found.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016	05/18/2017	My Training Organization	05/18/2017	10657	10810

Previous

- Re Enter the Enrollment
- Add Family Member
- View Case Members
- Missed Annual/Update Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment
- Review Entry Assessments
- Review Exit Assessments
- Delete Enrollment

3 results found.

Service	Units	\$ Total	Organization
Case Management	1.00	\$0.00	My Training Organization
Bus Pass	1.00	\$0.00	My Training Organization
Case Management	1.00	\$0.00	My Training Organization

javascript:void(0);

12:35 PM 5/18/2017

Click on HMIS Universal Data green pencil to edit

The screenshot shows the 'Assessment Status' page for client Flash Gordon. A table lists various assessment categories with a 'Finished' column. The 'HMIS Universal Data' row is highlighted with a green pencil icon, indicating it can be edited. Other categories include Domestic Violence, Financial, and various medical and educational assessments.

Assessment	Finished
HMIS Universal Data	✓
Edit this assessment	
Domestic Violence	✓
Financial	✓
(HOPIWA Only) Medical Assistance	
(HOPIWA Only) T-Cell Count/Viral Load	
(PATH Only) Path Assessment	
(RHY Only) Entry Assessment	
(RHY Only) Health	
(RHY or SSVH Only) Adult Education Assessment	
(RHY or SSVH Only) Child Education Assessment	
(SSVF Only) Homelessness Prevention	
(SSVF Only) Use of Other Crisis Services	✓
Veteran Details	

For Client Location, reference the highlighted box below and provide agencies CoC location (by grant as many sponsors span multiple CoC's). Click save.

The screenshot shows the 'Universal Data Assessment' form for client Flash Gordon. The 'Client Location' field is highlighted with a purple box. The form includes fields for Assessment Date, Age at Assessment, Program ID, Enrollment, Assessment Type, and Housing Status. Below the highlighted box, there are sections for 'Living Situation' and 'Approximate date homelessness started'.

Client Location - Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry.
Client Location : * GA-500 - Atlanta CoC

Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.
Type of Residence : * Emergency shelter, including hotel or motel paid for with emergency shelter voucher (1)
Length of stay in the prior living situation : * One month or more, but less than 90 days

Approximate date homelessness started : * 10/03/2016
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today : * Three times

Total number of months homeless : *

To update Veteran and Disabling Condition go to Household Members, correct information and save.

3 results found (+1).

SSN Quality	Relationship to Head of Household	Disabling Condition	Veteran Status	Race	Ethnicity	Pregnancy Status
Client doesn't know	Self	Yes	Yes	American Indian or Alaska Native	Hispanic/Latino	
Client doesn't know	Spouse	Yes	No	American Indian or Alaska Native	Hispanic/Latino	
Client doesn't know	Daughter	Yes		American Indian or Alaska Native	Hispanic/Latino	
-- SELECT --	-- SELECT --	-- SELECT --	-- SELECT --		-- SELECT --	

Buttons: Save, Save & Close, Cancel

To address Project Entry Date errors, you would once again go into Edit Enrollment Workflow

Flash Gordon's Information

Name: Gordon, Flash | Birth Date: 12/6/1969 | Age: 47
 Gender: Male | Disabling Condition: Yes | Veteran: Yes
 Ethnicity: Hispanic/Latino | Race: American Indian or Alaska Native, Asian, Black or African American

Flash's Enrollments

1 result found.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016		My Training Organization	04/01/2017	10657	

Context Menu:

- Edit Enrollment Workflow
- Add Family Member
- View Case Members
- Update/Annual Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment
- Review Entry Assessments
- Delete Enrollment

3 results found.

Service	Units	\$ Total	Organization
Case Management	1.00	\$0.00	My Training Organization
Bus Pass	1.00	\$0.00	My Training Organization
Case Management	1.00	\$0.00	My Training Organization

And go to Program Enrollment (left side under intake). You would put in an entry date in the section highlighted below. As mentioned in the webinar, this shouldn't be a common error. Correct, click SAVE.

The screenshot shows the ClientTrack interface for HUD Program Enrollment. The user is logged in as Flash Gordon (12/6/1969, 406314). The page title is "HUD Program Enrollment". Below the title, there is a instruction: "Select the Program you are enrolling the client into. ClientTrack will display a list of clients in the client's family. Please select all the clients you are enrolling." The program selected is "My Training Org CoC - PSH".

A "Household" definition is provided: "Excerpt from the HMIS Data Standards Manual 'A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed).'"

Name	Gender	Age	Project Entry Date	Case Manager	Relationship to Head of Household	Date Of Move In
✓ Gordon, Flash	Male	47	04/01/2016	Michelle Milliken	Self	
✓ Hero, Ineeda	Female	40			-- SELECT --	
✓ America, Captain	Male	11	04/01/2016	Michelle Milliken	Other Non-Family	

Restriction: Restrict to Organization Restrict to MOU/InfoRelease

At the bottom right, there is a "Save" button and a "No Changes" indicator. A graduation cap icon is also visible in the bottom right corner of the main content area.