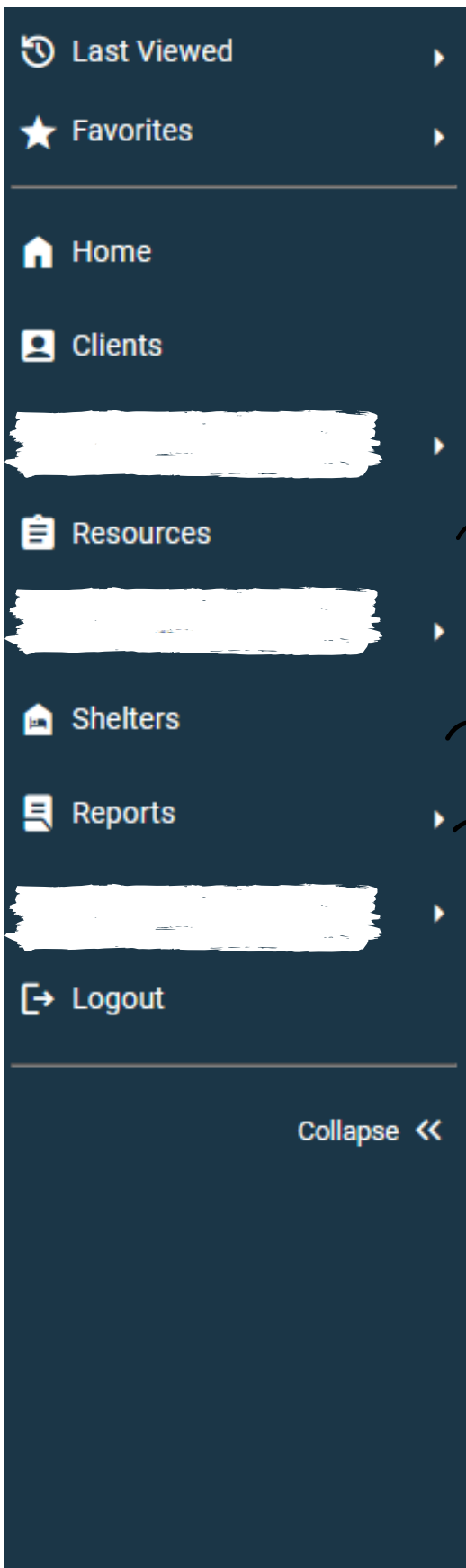


HMIS Navigation



Client Lists, To-Do Lists, Reminders, Important News Updates, Profile Information

Client Files, Important Documents, History of Services, Case Management Notes, History of Shelters/Agencies, Contact Information, Assessments

Information About Other Agencies/Services in the Upstate and State of SC

Check In/Out for Shelters + Bed/Unit Inventory

Reporting Tools (Grant Submission, Data Quality, Project Efficacy)

HMIS Navigation

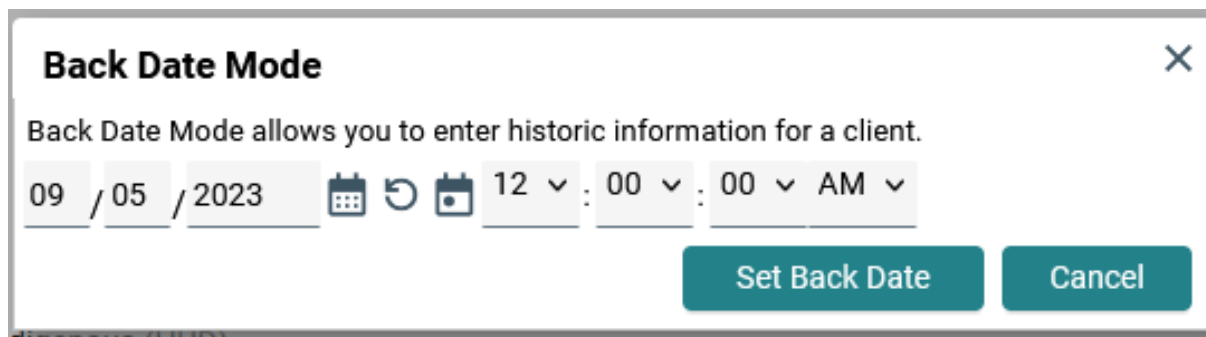
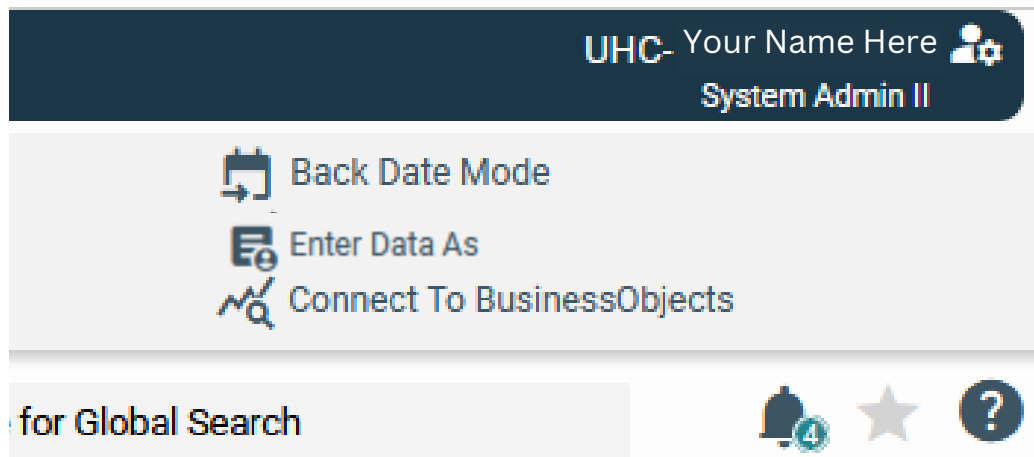
The screenshot shows the HMIS navigation interface. At the top right, a dark blue header bar displays the user's name 'UHC- Anna Johnson' and role 'System Admin II'. Below this, a menu is visible with three items: 'Shadow Mode', 'Back Date Mode', and 'Connect To BusinessObjects'. A red circle highlights this menu area. Below the header is a search bar with the placeholder text 'Type here for Global Search'. The main content area shows a 'Follow Up List (3)' with a table containing three rows, each with a 'Past' status. A 'View All' button is located at the bottom right of the table. A blue callout box is overlaid on the left side of the table, containing the following text:

This area contains three primary features:

1. Your account information (to change your password)
2. Shadow Mode OR Enter Data As (Depending on settings)
3. Backdate Mode (MUST ALWAYS BE IN BACK DATE WHEN ENTERING IN CLIENT DATA)
4. Quick Link for Business Objects

Information Must be Entered Within 72 Hours

- Equitable Access
- Coordinated Entry System
- Reporting



A primary reason agencies are required to enter data into the system within 72 hours is because of our call to provide accessible and equitable access to housing opportunities.

If a client came to your shelter or was added to your case management load but not entered into the system it would be considered withholding opportunities from them. The three days really comes in to play when we're discussing the Coordinated Entry System where names are pulled each week off of the Priority List. This is a priority ranking so even though your client came in this week, if they rank high enough and if a housing opportunity suitable for them comes up that week or that month, not having them on the list could prevent them from accessing a life-changing resource.

Other examples of where this can be important is for reporting purposes. Those who have recently gone through training understand that by not entering in data at midnight, their information can be messed up in reports. While this can be inconvenient for most reporting, this becomes a bigger issue if client's are not correctly reported as being entered or exited from a program when agencies are trying to validate funding to cover their services. You can't draw down for reimbursement expenses for a client who is not documented as being in your program when funded by ESG or CoC funds.