HMIS Standard Workflow Refresher September 2017

Special Note: Although client visibility is covered at the end of this video, it should be the first thing you consider when entering a client. Before moving to the ROI step of the workflow, be sure to review a client's visibility and lock down all clients in a household if they have not agreed to share their information.

This video was released in September of 2017 right before HUD Data Standards changed on October 1, 2017. Some of the changes you will see includes the following (not an exhaustive list):

- "SubCook Comprehensive Entry Assessment" has been renamed to "**SubCook Initial Intake Assessment**"
- Contacts for Street Outreach and Emergency Shelters are recorded on the Client Summary Tab

List of times in the video for various topics:

Topics:	**Hours:Minutes:Seconds**
"Enter Data As" for HP and RRH:	00:00:45
Client Search:	00:01:56
Households for New Clients:	00:04:15
ROI (Client Consent)	00:09:12
Entry Exit Entry	00:13:50
Disability Information	00:19:30
SubCook Chronic Homeless Assessement	00:42:45
Contacts	00:57:01
Prevention Supplemental	01:02:52
Service Transactions	01:26:17
Interim Updates (annual Assessments)	01:36:48
Income Changes	01:40:30
Entry Exit Exits	01:48:33
Locking a Client Down (Client Visibility)	01:53:06
Thanks for all you do!!	01:58:21