

HMIS Semi- Annual All Users Meeting

April 28, 2021



Agenda

Wally Lugo, HMIS Administrator,

Eccovia Solutions

Entering a New Client in ClientTrack

Adding a Family Member to an Existing Account

Data Quality Errors

Making Corrections

Explaining Errors

Meet Wally!




Entering a New Client in ClientTrack

Log in to ClientTrack

clienttrack.net/hm-train


Version 19.18 | Status | Help

 ClientTrack[®]
by ecco via

Workgroup
CM/RC CoC: HMIS User

Organization
Home for Good

Location
Home for Good



Use these settings

Open ClientTrack using these settings.

On your home page, click on the “Home” tab.

The screenshot shows the ClientTrack web application interface. The top navigation bar includes a 'Home' tab, which is circled in blue. Below the navigation bar, the user's name 'Terry Gallups' and role 'CM/RC CoC- HMIS User' are displayed. The main content area features a 'Welcome Terry Gallups' message and a section titled 'Current Program Enrollments' containing a table with program names, case counts, and client counts.


ProgramName	Cases	Clients
Connection Coordination	1	1
Grace House	2	2
HOME	1	2
Home for Good	39	53
Home for Good RRH	14	18
Homeless to a Home	5	5
Homeless to a Home 2	1	2
HOPWA - STRMUA	1	1
MedLife Housing Program	1	1
PATH	2	2

On the carousel, click on the “Clients” tab.

Ben Standing
7/20/1958 Male 414566

Ben Standing's Dashboard

Ben Standing's Information



Name: Standing, Ben Birth Date: 7/20/1958 Age: 62
Gender: Male Veteran: No
Ethnicity: Non-Hispanic/Latino Race: Black or African American

Ben's Enrollments

HOME: Terry Gallups
Home for Good
CM/RC Div: HHS User



CLIENTS
Ben Standing
7/20/1958
Male
CLIENT ID
414566



HOUSING


PROVIDERS: Stewart Commu...

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
Active							
Coordinated Entry							
Coordinated Access	1	Household without Children	04/29/2020		363		4/29/2020
Emergency Shelter							
Grace House	1	Household without Children	04/24/2020		368		2/10/2021
Homelessness Prevention							
HOPWA - STIMUL	1	Household without Children	02/23/2021		63		2/23/2021

You will automatically be taken to the last profile
you visited.

 **Clients** All ▾ 

 **Ben Standing**
7/20/1958 Male CLIENT ID 414566 

 **Terry Gallups (Training)** | [Help](#) | [Sign Out](#)

[← Ben Standing's Dashboard](#)

Ben Standing's Information  



Name:	Standing, Ben	Birth Date:	7/20/1958	Age:	62
Gender:	Male			Veteran:	No
Ethnicity:	Non-Hispanic/Latino	Race:	Black or African American		

Ben's Enrollments  

4 results found.

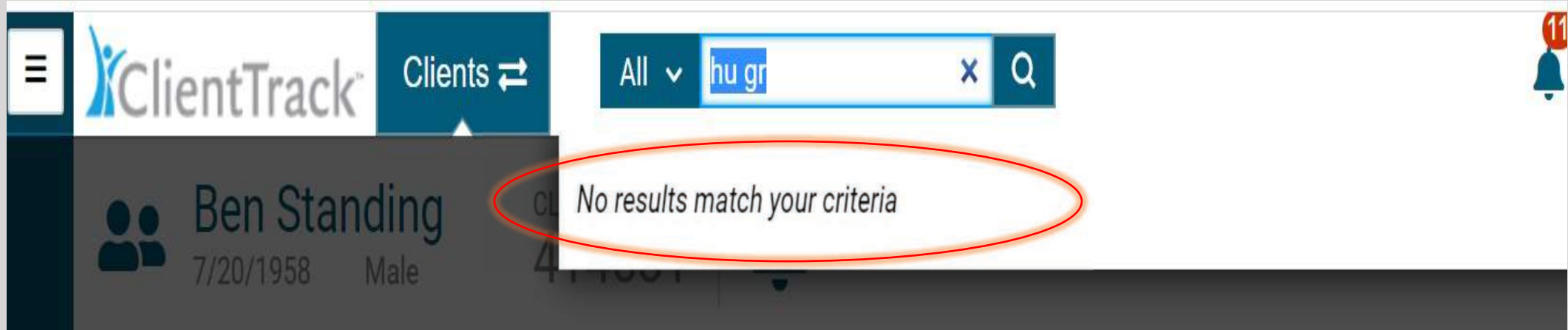


MAKE SURE THE CLIENT
DOES NOT ALREADY HAVE
A PROFILE IN THE SYSTEM.

In the Search Bar, type the first two letters of the client's first name and the first two letters of the client's last name.

The screenshot displays the ClientTrack application interface. At the top, the 'ClientTrack' logo is on the left, followed by a 'Clients' tab with a double-headed arrow. To the right is a search bar containing the text 'hu gr', which is circled in red. Further right is a notification bell icon with a red '11' badge, and user information for 'Terry Gallups (Training)' with links for 'Help' and 'Sign Out'. Below the search bar, the client profile for 'Ben Standing' is shown, including a person icon, birth date '7/20/1958', gender 'Male', and 'CLIENT ID 414581'. A bell icon is also present next to the client ID. At the bottom left, a back arrow icon is next to the text 'Ben Standing's Dashboard'.

If the client does not have a profile in ClientTrack, this will appear.



IF THERE ARE NO
CLIENTS WITH THE
INITIALS WE ENTERED,
IT IS SAFE TO ADD A
NEW CLIENT.



◦ Click here
to begin
adding the
new client.

The screenshot shows the ClientTrack software interface. At the top, there is a navigation bar with the ClientTrack logo, a 'Clients' tab, a search bar with 'ben sta' entered, and a user profile for Terry Gallups (Training). Below the navigation bar, the client's name 'Ben Standing' is displayed along with his birth date '7/20/1958' and gender 'Male'. The 'CLIENT ID' is '414581'. A red circle highlights the 'Intake (2298)' button in the left sidebar, with a red arrow pointing to it from the left. The main content area shows 'Ben Standing's Dashboard' and 'Ben Standing's Information'. The information section includes a placeholder for a photo and the following details:

Name:	Standing, Ben	Birth Date:	7/20/1958	Age:	62
Gender:	Male	Veteran:	No		
Ethnicity:	Non-Hispanic/Latino	Race:	Black or African American		

Click on
"Add a new
client."

The screenshot displays the ClientTrack web application interface. At the top, the 'Clients' tab is active, with a search bar containing 'ben sta'. The user 'Terry Gallups (Training)' is logged in. The main header shows the client's name 'Ben Standing', birth date '7/20/1958', gender 'Male', and 'CLIENT ID 414581'. A left sidebar lists navigation options: 'Intake (2298)', 'Add or Edit', 'Basic Client Information', 'Family Members', and 'Program Enrollment'. The 'Add or Edit' option is selected, opening a dialog box with the question 'Do you want to add a new client or use the selected client?'. Three options are listed: '+ Add a new client' (highlighted with a red circle), 'Use the current client', and 'Select another client'.

ClientTrack Clients

All ben sta

Terry Gallups (Training) Help Sign Out

Ben Standing
7/20/1958 Male
CLIENT ID 414581

Intake (2298)

- Add or Edit
- Basic Client Information
- Family Members
- Program Enrollment

Do you want to add a new client or use the selected client?

- + Add a new client
- Use the current client
- Select another client

ClientTrack
will use the
data you
enter here to
check
throughout
the system
for matching
dates of
birth, names
and Social
Security
numbers

Intake (2298)

Basic Client Information

Family Members

Program Enrollment

+ Client Information

Search Existing Clients

Basic Client Information

Search Existing Clients ⓘ

The first step in adding a new client is to search existing client records for possible matches to avoid duplicate entry. Enter partial identifying information on the client, and then click Next to search from existing client records.

- If the system finds no potential matches, you will be taken directly to Step 2.
- If the system finds potential matches, the search results will display below. If an accurate match appears, select and open that existing client record by clicking on that row.
- If there are no accurate matches, click Next again to continue to Step 2 in adding a new client record.

First Name:

Last Name:

Social Security Number:

» Next

- Enter the client's name, Social Security number and date of birth here.

Intake (2298) || x

+ Client Information ↩ 🖨

● Basic Client Information ○ Search Existing Clients ○ Basic Client Information


The first step in adding a new client is to search existing client records for possible matches to avoid duplicate entry. Enter partial identifying information on the client, and then click Next to search from existing client records.

- If the system finds no potential matches, you will be taken directly to Step 2.
- If the system finds potential matches, the search results will display below. If an accurate match appears, select and open that existing client record by clicking on that row.
- If there are no accurate matches, click Next again to continue to Step 2 in adding a new client record.

First Name:

Last Name:

Social Security Number: - -

Birth Date: 

» Next

Click "Next"

Intake (2298)

Basic Client Information

Family Members

Program Enrollment

+ Client Information

Search Existing Clients

Basic Client Information

The first step in adding a new client is to search existing client records for possible matches to avoid duplicate entry. Enter partial identifying information on the client, and then click Next to search from existing client records.

- If the system finds no potential matches, you will be taken directly to Step 2.
- If the system finds potential matches, the search results will display below. If an accurate match appears, select and open that existing client record by clicking on that row.
- If there are no accurate matches, click Next again to continue to Step 2 in adding a new client record.

First Name:

Last Name:

Social Security Number:

--

Birth Date:

>> Next


If the client already has a profile in ClientTrack, then the client's name will appear.

All ▾

hu gr

×

Q

 11 Terry Gallups (Training) | [Help](#) | [Sign Out](#)


FIND CLIENT

1 result found.

Full Name	SSN	Birth Date ▲	Home Phone ▲	City ▲	Client ID ▼
Hunter Kelly Green	XXX-XX-9915	01/15/1967	706-555-8252		414608

Go to the client's profile and click on the intake button.

The screenshot displays the ClientTrack web application interface. At the top, the header includes the ClientTrack logo, a 'Clients' tab, a search bar with 'hu gr' entered, and user information for Terry Gallups (Training). Below the header, a client profile card for Hunter Green is visible, showing his birth date (1/15/1967), gender (Male), and client ID (414608). The main content area is titled 'Hunter Green's Dashboard'. On the left sidebar, the 'intake' button, represented by a circular arrow icon, is highlighted with a red circle. The client's information is displayed in a structured layout:

Hunter Green's Information			
	Name:	Green, Hunter Kelly Sr.	Birth Date: 1/15/1967
	Gender:	Male	Age: 53
	Ethnicity:	Hispanic/Latino	Veteran: No
	Race:	American Indian or Alaska Native, Black or African American, White	

Select "Use the current client."



Add or Edit

Do you want to add a new client or use the selected client?



Add a new client



Use the current client




Select another client

If the client already has a profile and you have no additional information to add about the client, then click the “Finish” button.

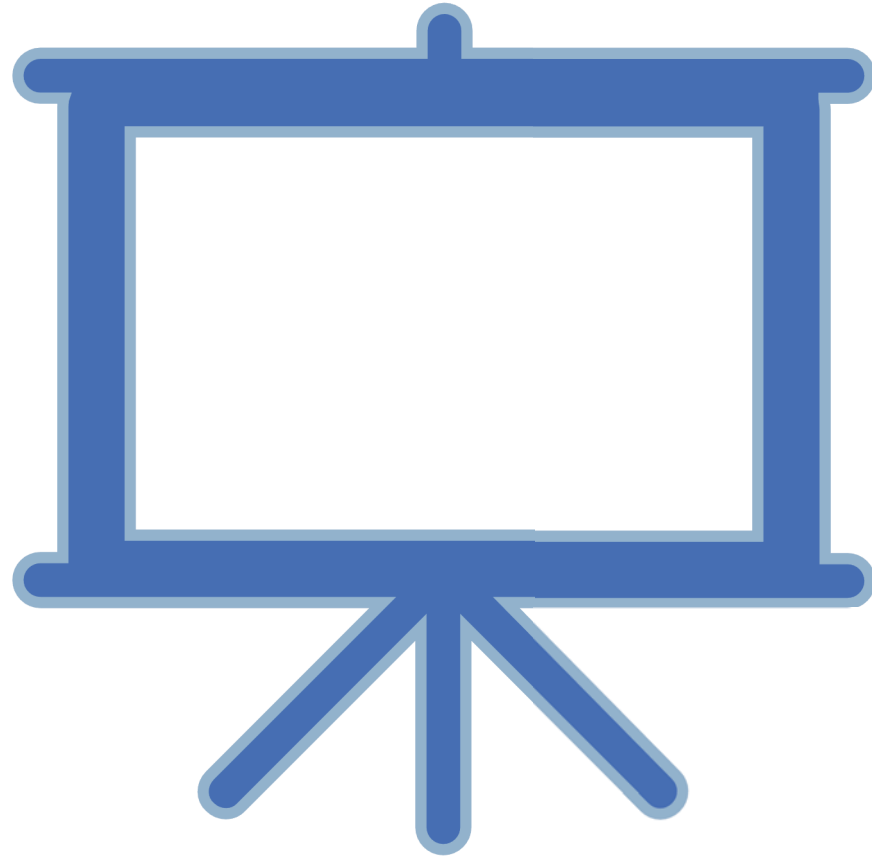
Basic Client Information

Complete the client's identifying information. Name and social security number have associated data quality fields. Data quality fields are used to indicate the reason full information wasn't collected. Name and social security number data quality fields allow users to indicate when a client doesn't know or refuses to provide information. If the required data is collected then ClientTrack automatically records that full data quality was met.

First Name:	*	<input type="text" value="Hunter"/>
Last Name:	*	<input type="text" value="Green"/>
Middle Name:		<input type="text" value="Kelly"/>
Suffix:		<input type="text" value="Sr."/>
Name Quality:	*	<input type="text" value="Full name reported"/>

 Finish

- On the next few slides, you will see how to enter additional information for a new client or new program enrollment



Enter the client's middle name and suffix (if they have one).

+ Client Information

✓

Search Existing Clients

●

Basic Client Information

indicate when a client doesn't know or refuses to provide information. If the required data is collected then Client I rack automatically records that full data quality was met.

First Name: *

Hunter

Last Name: *

Green

Middle Name:

Kelly

Suffix:

Sr.

Name Quality: *

Full name reported

Social Security Number:



465

67

9915

i


Basic Client Demographics

Birth Date: * 01/15/1967  

Client Age: 53


Date of Birth Quality: *


- ☒ Full DOB Reported
- ☐ Approximate or Partial DOB Reported
- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected


Ethnicity: * -- SELECT -- 

Race: *

- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Client doesn't know
- Client refused
- Data not collected

Gender: * -- SELECT -- 

Veteran Status: * -- SELECT -- 

Show Address and Contact Information: ☐ 

THIS IS WHERE WE ADD THE CLIENT'S DEMOGRAPHIC DATA. THE DATE OF BIRTH, AGE AND SOCIAL SECURITY NUMBER WILL ALREADY BE THERE IF YOU ENTERED TO SEARCH FOR THE CLIENT.

Ask the client if he/she is Hispanic and select the appropriate response.

Ethnicity:



Hispanic/Latino



Enter the client's race. **Remember, the client can identify with multiple races and all should be checked.



Race:

*

- ☒ American Indian or Alaska Native
- ☐ Asian
- ☒ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☒ White
- ☐ Client doesn't know



Ask the client with which gender he/she identifies.

Gender:  



Gender: * Female ▾

Pregnancy Status: -- SELECT -- ▾

IF THE CLIENT IDENTIFIES AS A FEMALE, THEN
CLIENTTRACK WILL PROMPT YOU TO ASK IF THE
CLIENT IS CURRENTLY PREGNANT.

Is the client a veteran?

Veteran Status:



No

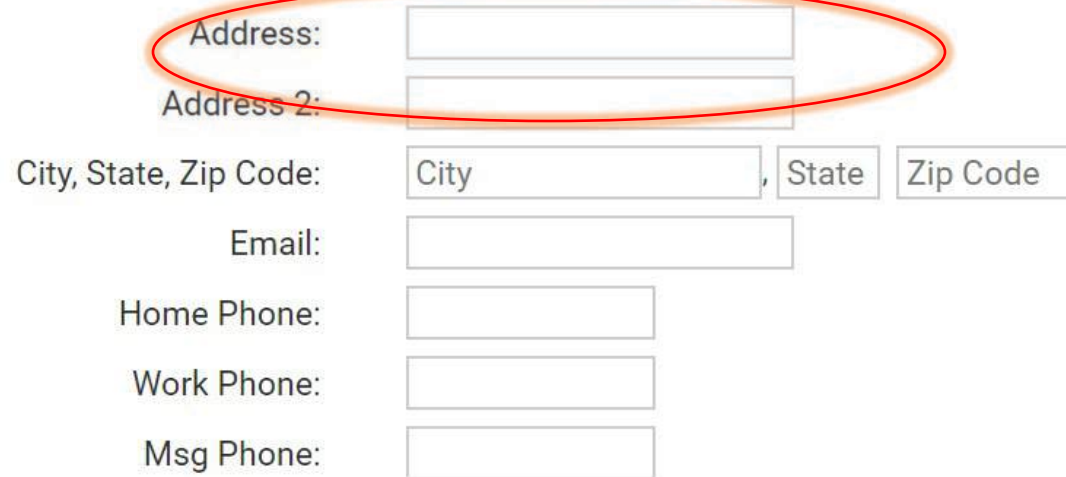


Click this button to add contact information for the client.

Show Address and Contact Information:



Since the client is homeless at the beginning of enrollment, there is no need to enter an address. *After the client is housed, then you will add his new address.* Do add the City, State and a Zip Code.



The form contains the following fields:

- Address:** A text input field, highlighted by a red oval.
- Address 2:** A text input field, also highlighted by the red oval.
- City, State, Zip Code:** Three separate input fields labeled "City", "State", and "Zip Code".
- Email:** A text input field.
- Home Phone:** A text input field.
- Work Phone:** A text input field.
- Msg Phone:** A text input field.

Enter the client's phone number here, even if it is a cell phone because this is the line that shows up in the search bar later.

Address:	<input type="text"/>		
Address 2:	<input type="text"/>		
City, State, Zip Code:	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>
Email:	<input type="text"/>		
Home Phone:	<input type="text" value="706-555-8252"/>		
Work Phone:	<input type="text"/>		
Msg Phone:	<input type="text"/>		

Select "Self" and this will identify this client as the Head of Household.

Family Information

Use this section to collect data about a client's family. The Family search field allows you to search for and select an existing family account. This is appropriate when adding a family member to an existing family.

Family:

Relationship to Head of Household: * ▼

Hidden - FamilyAcct:

Begin Date: 

End Date: 

« Previous

✓ Finish

The "Begin Date" will be the day the client is enrolled in your program.

Family Information

Use this section to collect data about a client's family. The Family search field allows you to search for and select an existing family account. This is appropriate when adding a family member to an existing family.

Family: 

Relationship to Head of Household: * 

Hidden - FamilyAcct.

Begin Date: 

End Date: 

<< Previous

 Finish

The "End Date" is left blank.

Family Information


Use this section to collect data about a client's family. The Family search field allows you to search for and select an existing family account. This is appropriate when adding a family member to an existing family.

Family: 

Relationship to Head of Household: * 

Hidden - FamilyAcct:

Begin Date: 

End Date: 

<< Previous

✓ Finish

Click "Finish."

Hidden - FamilyAcct:

Begin Date:

08/25/2020



End Date:



« Previous

✓ Finish

Click this box to continue with this client's enrollment.

Family Members

+

1 result found (+1).

<div><input type="checkbox"/></div>	First Name ▲	Middle Name ▲	Last Name ▲	Suffix ▲	Name Quality* ▲	Birth Date* ▲	Age	Birth Qual
<div><input checked="" type="checkbox"/></div>	<div>Hunter</div>	Kelly	Green	Sr.	Full name reported ▼	01/15/1967 <div></div>	53	Full
<div><input type="checkbox"/></div>	<div></div>	<div></div>	<div></div> <div></div>	<div></div>	-- SELECT -- ▼	<div></div> <div></div>	N/A	-- S

Save

Save & Close

Click "Save and Close" if the client has no family members with him/her.

Family Members

1 result found (+1).

<input type="checkbox"/>	First Name ▲	Middle Name ▲	Last Name ▲	Suffix ▲	Name Quality* ▲	Birth Date* ▲	Age	Birth Qual
<input checked="" type="checkbox"/>	Hunter	Kelly	Green	Sr.	Full name reported ▼	01/15/1967	53	Full
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- SELECT -- ▼	<input type="text"/>	N/A	-- S

Save Save & Close

This is where you will enter the program enrollment.

+ HUD Program Enrollment



Select the Project 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 Project Start Date is:

- For **Street Outreach** projects – it is the date of first contact with the client.
- For **Emergency Shelters** – it is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night by night shelters, which use a bed-night tracking method will have a project start date and will allow clients to re-enter as necessary without “exiting and restarting” for each stay for a specified period.
- For **Safe Havens** and **Transitional Housing** – it is the date the client moves into the residential project (i.e. first night in residence).
- For all types of **Permanent Housing**, including **Rapid Re-Housing** – it is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
 1. Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered)
 2. The client has indicated they want to be housed in this project
 3. The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time
- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: *



-- SELECT --



✓ Save

Use the drop-down box to select a program.

- For **Safe Havens and Transitional Housing** – it is the date the client moves into the residential project (i.e. first night in residence).
- For all types of **Permanent Housing**, including **Rapid Re-Housing** – it is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
 1. Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered)
 2. The client has indicated they want to be housed in this project
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- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: *





Home for Good RRH



Click this box to enroll the client.

Household

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)."

<input type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Case Manager  ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input type="checkbox"/>	Green, Hunter	Male	53	<input type="text"/> 	<input type="text"/> 	-- SELECT -- 	

When the box is checked, ClientTrack will add this information for you.

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)."

<input checked="" type="checkbox"/>	Name	Gender	Age	Project Start Date	Case Manager	Relationship to Head of Household*	Housing Move-in Date
<input checked="" type="checkbox"/>	Green, Hunter Kelly	Male	53	08/25/2020	Terry Gallups	Self	

1

☒ Save

Click "Save."

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)."

<input checked="" type="checkbox"/>	Name	Gender	Age	Project Start Date	Case Manager	Relationship to Head of Household*	Housing Move-in Date
<input checked="" type="checkbox"/>	Green, Hunter Kelly	Male	53	08/25/2020	Terry Gallups	Self	
1							

☒ Save

The next steps will begin an assessment of needs.

Universal Data Assessment






Complete the information below related to the selected client's housing status and other relevant information.

Note:


- Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data.
- Changing any project setup data with existing enrollments may affect or break the logic for 3.917.
- 3.917 may not always show as expected because of changed setup data or missing required data links

Default Client's Last Assessment


This data will already appear.


Assessment Date: * 08/25/2020 
Age at Assessment: 53
Assessment Type: * Entry 
Assessor: * Terry Gallups 
Program: Home for Good RRH 
Disabling Condition: * Yes 


Use the drop-down box to indicate if the client has a disability.


Assessment Date: * 08/25/2020 

Age at Assessment: 53

Assessment Type: * Entry 

Assessor: * Terry Gallups 

Program: Home for Good RPH 

Disabling Condition: * Yes 

This information will already appear and will be the same for every client in this version of ClientTrack.

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 will be defaulted to the program's CoC within a workflow.

Client Location: * GA-505 - Columbus-Muscogee/Russell County CoC ▾

Ask the client, "Where did you sleep last night?"

Living Situation

Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Prior Living
Situation: *

-- SELECT --



Use the drop-down box to record the client's answer.

Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Prior Living
Situation:

*


Place not meant for habitation



Ask the client how long he/she has been at that particular location and use the drop-down box to record the response.

Length of stay
in the prior
living situation:

90 days or more, but less than one year ▼

Ask the client for the approximate date he/she became homeless.

Approximate 
date
homelessness
started:

04/09/2019  

Ask the client how many times he/she has been homeless in the last 3 years and use the drop-down box to make a selection.

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:

Four or more times ▼

Ask the client how many total months he/she thinks he/she has been homeless in the last 3 years. *Remember, when calculating time homeless, if a client is homeless even one day in a given month, HUD counts that as an entire month of homelessness.*

Total number of
months
homeless on
the street, in ES,
or SH in the
past three years

More than 12 months



Does the client have insurance? Use the drop-down box to record the response.

Health Insurance

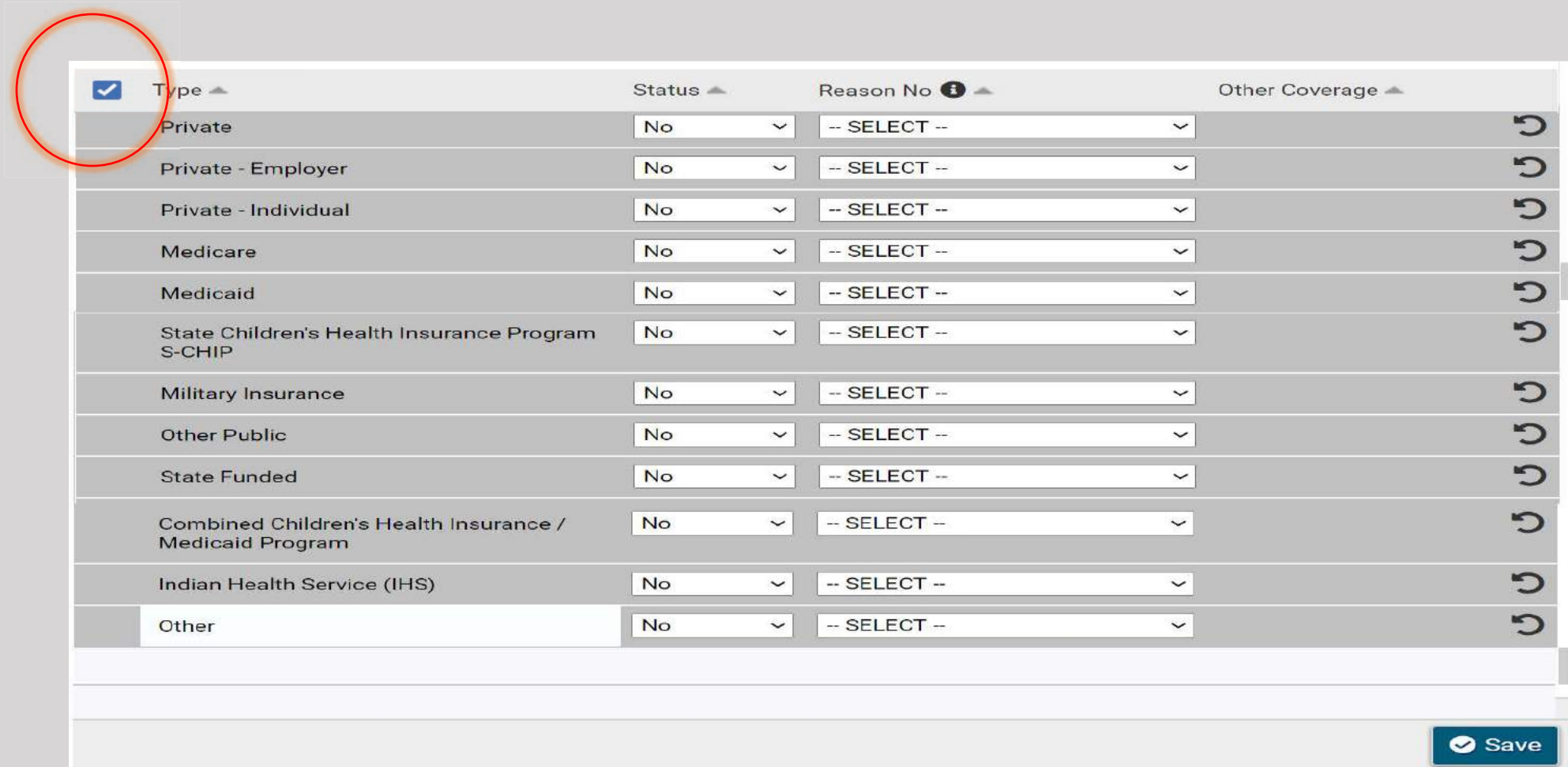
Please indicate whether or not the client is covered by health insurance. If so, you will be able to record health insurance sources for the client.

Default Last Insurance Status

Covered by Health Insurance: *

Yes ▾

Click this box and all statuses will be "No."



A screenshot of a web form with a table of insurance types. A red circle highlights a checkbox in the 'Type' column header. The table has four columns: 'Type', 'Status', 'Reason No', and 'Other Coverage'. The 'Status' column contains dropdown menus with 'No' selected. The 'Reason No' column contains dropdown menus with '-- SELECT --' selected. The 'Other Coverage' column contains icons. At the bottom right, there is a 'Save' button.

Type <input checked="" type="checkbox"/>	Status	Reason No	Other Coverage
Private	No	-- SELECT --	
Private - Employer	No	-- SELECT --	
Private - Individual	No	-- SELECT --	
Medicare	No	-- SELECT --	
Medicaid	No	-- SELECT --	
State Children's Health Insurance Program S-CHIP	No	-- SELECT --	
Military Insurance	No	-- SELECT --	
Other Public	No	-- SELECT --	
State Funded	No	-- SELECT --	
Combined Children's Health Insurance / Medicaid Program	No	-- SELECT --	
Indian Health Service (IHS)	No	-- SELECT --	
Other	No	-- SELECT --	

Save

If the client has insurance, find the appropriate kind and change the "No" to "Yes" in the drop-down box.


<input checked="" type="checkbox"/> Type ▲	Status ▲	Reason No ⓘ ▲	Other Coverage ▲
State Funded	No ▼	-- SELECT -- ▼	↺
Combined Children's Health Insurance / Medicaid Program	No ▼	-- SELECT -- ▼	↺
Indian Health Service (IHS)	Yes ▼		↺
Other	No ▼	-- SELECT -- ▼	↺
<input checked="" type="button" value="Save"/>			





Click "Save."

<input checked="" type="checkbox"/> Type ▲	Status ▲	Reason No ⓘ ▲	Other Coverage ▲
State Funded	No ▼	-- SELECT -- ▼	↺
Combined Children's Health Insurance / Medicaid Program	No ▼	-- SELECT -- ▼	↺
Indian Health Service (IHS)	Yes ▼		↺
Other	No ▼	-- SELECT -- ▼	↺

☒ Save

Now the client's barriers to housing are entered.


 Barriers



Assessment Active


Identified Date: *

08/25/2020




Screen:

HMIS Barriers



Disabling Condition:

Yes



These are the most common barriers to housing.

<input type="checkbox"/>	Barrier ▲	Help ▲	Barrier Present?* ▲	Condition is Indefinite ▲	Explanation ▲	Previous Barrier Details
<input type="checkbox"/>	Alcohol Abuse	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Developmental Disability	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chronic Health Condition	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Drug Abuse	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	HIV/AIDS	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mental Health	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Physical Disability	?	-- SELECT -- ▼		<input type="text"/>	<input type="checkbox"/>

Click this box and all Barriers Present will be marked "No."

<input checked="" type="checkbox"/>	Barrier ▲	Help ▲	Barrier Present?*	Condition is Indefinite ▲	Explanation ▲	Previous Barrier Details
<input checked="" type="checkbox"/>	Alcohol Abuse	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	Developmental Disability	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	Chronic Health Condition	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	Drug Abuse	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	HIV/AIDS	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	Mental Health	?	No ▼			<input type="checkbox"/> ↺
<input checked="" type="checkbox"/>	Physical Disability	?	No ▼			<input type="checkbox"/> ↺







If the client has a disability/barrier, click on the drop-down box and change "No" to "Yes."

Disability							
<input checked="" type="checkbox"/>	Chronic Health Condition	?	No				↶
<input checked="" type="checkbox"/>	Drug Abuse	?	Yes	Yes			↶
<input checked="" type="checkbox"/>	HIV/AIDS	?	No				↶

Indicate if the barrier is life-long issue for the client or if he/she is expected to recover with no residual problems.

Disability							
<input checked="" type="checkbox"/>	Chronic Health Condition	?	No			<input type="checkbox"/>	↶
<input checked="" type="checkbox"/>	Drug Abuse	?	Yes	Yes		<input type="checkbox"/>	↶
<input checked="" type="checkbox"/>	HIV/AIDS	?	No			<input type="checkbox"/>	↶

Click "Save & Close."

Disability							
<input checked="" type="checkbox"/>	Chronic Health Condition		<input type="text" value="No"/>		<input type="text"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Drug Abuse		<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	HIV/AIDS		<input type="text" value="No"/>		<input type="text"/>	<input type="checkbox"/>	

Is the client a victim of domestic violence? Check the appropriate response.

Assessment Active

Assessment Date: * 08/25/2020 

- * ☐ Yes
☒ No
☐ Client doesn't know
☐ Client refused
☐ Data Not Collected

Domestic Violence Experience :

 Save

Click "Save."

Assessment Active

Assessment Date: * 08/25/2020 

* ☐ Yes

☒ No

Domestic Violence Experience :

☐ Client doesn't know

☐ Client refused

☐ Data Not Collected

 Save

Next, the client's income, Non-cash benefits and expenses are added.








Indicate below the client's sources of **monthly** income, non-cash benefits and expenses.

The following instructions are quoted from the HMIS Data Manual:

- When a client has income, but does not know the exact amount, a "Yes" response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.
- Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household, unless the federal funder in the HMIS Program Specific Manual instructs otherwise. Income should be recorded at the client-level for heads of household and adult household members. Projects may choose to collect this information for all household members including minor children, as long as this does not interfere with accurate reporting per funder requirements. Projects collecting data through client interviews should ask clients whether they receive income from each of the sources listed rather than asking them to state the sources of income they receive.
- Income data should be recorded only for sources of income that are current as of the information date (i.e. have not been specifically terminated). As an example, if a client's employment has been terminated and the client has not yet secured additional employment, the response for Earned income would be "No." As a further example, if a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for \$15.00/hour, but the client is currently working 20 hours per week for \$12.00 an hour, record the income from the job the client has at the time data are collected (i.e. 20 hours at \$12.00 an hour).

Default Last Assessment

Assessment Active

Assessment Date:	*	08/25/2020		
Income from Any Source:	*	-- SELECT --		
Non-Cash Benefits from Any Source:	*	-- SELECT --		
Expenses:		-- SELECT --		

Use the drop-down boxes to indicate if the client has income, non-cash benefits or expenses ("Expenses" is an optional feature)

Assessment Active

Assessment Date:	*	08/25/2020	
Income from Any Source:	*	Yes	▼
Non-Cash Benefits from Any Source:	*	Yes	▼
Expenses:		-- SELECT --	▼ 

These are the choices for Income.

Income

☐

Type ▲

Description ▲

Monthly Amount ▲

☐

Earned Income

☐

Unemployment Insurance

☐

Supplemental Security Income

☐

Social Security Disability Income

☐

Veteran's Disability Payment

☐

Private Disability Insurance

☐

Worker's Compensation

Count/Total Monthly Income:

0

\$0.00

Select the type of income the client has and enter the monthly amount.

Income

<input type="checkbox"/>	Type ▲	Description ▲	Monthly Amount ▲
<input type="checkbox"/>	Earned Income	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Unemployment Insurance	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Supplemental Security Income	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Social Security Disability Income	<input type="text"/>	<input type="text" value="783.00"/>
<input type="checkbox"/>	Veteran's Disability Payment	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Private Disability Insurance	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Worker's Compensation	<input type="text"/>	<input type="text"/>

Count/Total Monthly Income: 1 \$783.00

☒ Save and Close

These are the Non-cash benefits choices.

<input type="checkbox"/>	Type ▲	Description ▲	Monthly Amount ▲
<input type="checkbox"/>	Food Stamps/Money for food on benefits card	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Special Supplemental Nutrition Program for Women, Infants, and Children	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	TANF Child Care Services	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	TANF Transportation Services	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Other TANF-funded Services	<input type="text"/>	<input type="text"/>

Select the Non-Cash benefit and enter the monthly amount.

<input checked="" type="checkbox"/>	Food Stamps/Money for food on benefits card		194.00
<input type="checkbox"/>	Special Supplemental Nutrition Program for Women, Infants, and Children		
<input type="checkbox"/>	TANF Child Care Services		
¹ Deprecated in 2017 (HMIS v6.1)		Count/Total Monthly Income:	1 \$194.00
			<input checked="" type="button" value="Save and Close"/>

Click "Save and Close."

<input checked="" type="checkbox"/>	Food Stamps/Money for food on benefits card		194.00	↺
<input type="checkbox"/>	Special Supplemental Nutrition Program for Women, Infants, and Children			
<input type="checkbox"/>	TANF Child Care Services			
¹ Deprecated in 2017 (HMIS v6.1)		Count/Total Monthly Income:	1	\$194.00
<div>✓ Save and Close</div>				

This message will appear when you have successfully completed the intake.

You're done!


All required steps have been completed.

Finish

Close the workflow

Adding a Family Member to an Existing Account in ClientTrack

Bettie Boop's Information



Name

Boop, Bettie

Birth Date

1/3/1945

Age

76

Gender

Female

Ethnicity

Hispanic/Latino

Race


Asian

Veteran

No

Bettie's Enrollments

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Housing Move-In Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
PH - Permanent Supportive Housing (disability required for entry)								
 Homeless to a Home 2	1	Household without Children	04/19/2021			7		

Bettie's Services

No records found.

Date	Service	Units	\$ Total	Organization
------	---------	-------	----------	--------------

Select your program and click on the blue action wheel

Select “Add Family Member.”

The screenshot displays a software interface with a table of household members. The table has columns: Description, Members, Household Type, Project Start Date, Housing Move-In Date, Project Exit Date, Days Enrolled, Exit Destination, and Last Assessed. The first row is highlighted and has a context menu open. The menu includes options: Add Household Member (circled in red), Associated Assessments, Exit the Enrollment, Delete Enrollment, Edit Enrollment, Edit Project Entry Workflow, Link Assessments, and Update/Annual Assessment. The right sidebar shows a navigation menu with options: HUD, Informatic, Intake Roc, John Duff, Jot Forms, Keto, and Landlords. The bottom status bar shows 'Items: 1,051'.

Description ▲	Members ▲	Household Type ▲	Project Start Date ▼	Housing Move-In Date ▲	Project Exit Date ▼	Days Enrolled	Exit Destination ▲	Last Assessed ▲
Active								
PH - Permanent Supportive Housing (disability required for entry)								
Homeless to a Home 2	1	Household without Children	04/19/2021			7		
No records found.								
Service ▲ Units ▲ \$ Total ▲ Organization ▲								
0.00 \$0.00								

Click this box.

Add Family Member

Review Family Members

Enrollment

Family Members

The selected client's family members are displayed below. You may search for existing clients to add to this family or add new clients to the database and associate them with this family.

It's important to note that family members are the people who the client is related to. Family isn't always the same as a client's household. According to HUD "[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)." (Data Manual)

This workflow will allow you to enroll all family members or select which family members you want to enroll.

1 result found (+1).

	First Name ▲	Middle Name ▲	Last Name ▲	Suffix ▲	Name Quality* ▲	Birth Date* ▲	Age	Birth Date Quality* ▲	Gender* ⓘ ▲	SSN ▲	SSN Quality* ▲	Relationship to Head of Household* ▲	Ve
<input type="checkbox"/>	Bettie		Boop		Full name reported ▼	01/03/1945	76	Full DOB Reported ▼	Female ▼	654-65-6798		Self ▼	N
<input type="checkbox"/>					- SELECT - ▼		N/A	- SELECT - ▼	- SELECT - ▼			- SELECT - ▼	-

1 result found (+2)

	First Name ▲	Middle Name ▲	Last Name ▲	Suffix ▲	Name Quality* ▲	Birth Date* ▲	Age	Birth Date Quality* ▲	Gender* ▲	SSN ▲	SSN Quality* ▲	Relationship to Head of Household* ▲	Ver
<input type="checkbox"/>	Bettie		Boop		Full name reported ▼	01/03/1945	76	Full DOB Reported ▼	Female ▼	654 - 65 - 6798		Self ▼	N
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- SELECT - ▼	<input type="text"/>	N/A	Full DOB Reported ▼	- SELECT - ▼	<input type="text"/> - <input type="text"/> - <input type="text"/>	Client doesn't know ▼	- SELECT - ▼	-
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- SELECT - ▼	<input type="text"/>	N/A	- SELECT - ▼	- SELECT - ▼	<input type="text"/> - <input type="text"/> - <input type="text"/>	- SELECT - ▼	- SELECT - ▼	-

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Add the family member's first and last names.

ClientTrack will look to see if there is another client with the same information you enter here.

The screenshot shows a web application window titled "Find Client". At the top, there is a search bar with a magnifying glass icon and the word "Search". Below this, the title "Find Client" is displayed. A message states: "Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search." The form contains several input fields: "First Name" (with "Bittle" entered), "Last Name" (with "Boop" entered), "Middle Name", "Full Name (Last, First)", "Social Security Number" (with three separate boxes), "Birth Date" (with a calendar icon), "Scan Client ID" (with an information icon), and "Agency ID". A "Search" button is located at the bottom right of the form. Below the form, a message says "No records found." followed by a table header with columns: "First Name", "Last Name", "Middle Name", "SSN", "Birth Date", and "Agency ID". At the bottom right of the window, there is a "Cancel" button.

Search

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: Bittle

Last Name: Boop

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Scan Client ID:

Agency ID:

Search

No records found.

First Name	Last Name	Middle Name	SSN	Birth Date	Agency ID
------------	-----------	-------------	-----	------------	-----------

Cancel

Click the
Search
button.

Search

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name:

Bittie

Last Name:

Boop

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Scan Client ID:

Agency ID:

Search

No records found.

First Name ▲

Last Name ▲

Middle Name ▲

SSN

Birth Date ▲

Agency ID ▲

Cancel

Search

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name:

Bitie

Last Name:

Boop

Middle Name:

Full Name (Last, First):

Social Security Number:

Birth Date:

Scan Client ID:

Agency ID:

Search

No records found.

First Name ▲	Last Name ▲	Middle Name ▲	SSN	Birth Date ▲	Agency ID ▲
--------------	-------------	---------------	-----	--------------	-------------

Cancel

If nothing shows up, then click "Cancel."

Begin entering the family member's demographic information.

1 result found (+2).

	First Name ▲	Middle Name ▲	Last Name ▲	Suffix ▲	Name Quality* ▲	Birth Date* ▲	Age	Birth Date Quality* ▲	Gender* ⓘ ▲	SSN ▲	SSN Quality* ▲	Relationship to Head of Household* ▲	Ver
<input type="checkbox"/>	Bettie		Boop		Full name reported ▼	01/03/1945	76	Full DOB Reported ▼	Female ▼	654-65-6798		Self ▼	N
<input checked="" type="checkbox"/>	Bittie		Boop		Full name reported ▼	<input type="text"/>	N/A	Full DOB Reported ▼	- SELECT - ▼	<input type="text"/> - <input type="text"/>	Client doesn't know ▼	- SELECT - ▼	-
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>		- SELECT - ▼	<input type="text"/>	N/A	- SELECT - ▼	- SELECT - ▼	<input type="text"/> - <input type="text"/>	- SELECT - ▼	- SELECT - ▼	-

Homeless

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Housing S

HRN

> HUD

Informatic

Intake Roc

Click “Save and Close.”

+ 1 result found (+2).

Birth Date*	Age	Birth Date Quality*	Gender*	SSN	SSN Quality*	Relationship to Head of Household*	Veteran Status*	Race*	Ethnicity*	Pregnancy Status	Pregnancy Due Date
01/03/1945	76	Full DOB Reported	Female	654-65-6798		Self	No	Asian	Hispanic/Latino		
04/15/2015	6	Full DOB Reported	Female	205-68-7145		Daughter		Asian	Hispanic/Latino		
	N/A	-- SELECT --	-- SELECT --		-- SELECT --	-- SELECT --	-- SELECT --		-- SELECT --		

Save Save & Close

Click this box to enroll the family member in the program.

Household

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)."

<input type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Case Manager ⓘ ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input checked="" type="checkbox"/>	Boop, Bettie	Female	76	04/19/2021	Terry Gallups	Self ▼	
<input type="checkbox"/>	Boop, Bittie	Female	6			- SELECT - ▼	

1

Save No Changes

This box will automatically be checked.

Household

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)."

<input checked="" type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Case Manager ⓘ ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input checked="" type="checkbox"/>	Boop, Bettie	Female	76	04/19/2021	Terry Gallups	Self ▼	
<input checked="" type="checkbox"/>	Boop, Bittie	Female	6	04/26/2021	Terry Gallups	Daughter ▼	

2

Click “Save.”

Household

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)."

<input checked="" type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Case Manager ⓘ ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input type="checkbox"/>	Boop, Bettie	Female	76	04/19/2021	Terry Gallups	Self ▼	
<input checked="" type="checkbox"/>	Boop, Bittie	Female	6	04/26/2021	Terry Gallups	Daughter ▼	

2

Complete these sections.

+

Universal Data Assessment

Clicking this button will fill in default information from the selected client's most recent assessment of the same type.
Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data.

Default Client's Last Assessment ⓘ

Assessment Date: *

04/26/2021

Age at Assessment:

6

Assessment Type: *

Entry

Assessor: *

Terry Gallups

Program:

Homeless to a Home 2

Disabling Condition: *

- SELECT -

Health Insurance

Please indicate whether or not the client is covered by health insurance. If so, you will be able to record health insurance sources for the client.

Covered by Health Insurance

- SELECT -

Default Last Insurance Status

Type

Status

Reason No ⓘ

Other Coverage

☐

Private

- SELECT -

- SELECT -

☐

Private - Employer

- SELECT -

- SELECT -

Save

Add Family Member

Review Family Members

Enrollment


Boop, Bittie

Entry Assessments

Click “Save.”


Complete the information below related to the selected client's housing status and other relevant information. Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data. Changing any project setup data with existing enrollments may affect or break the logic for 3.917. 3.917 may not always show as expected because of changed setup data or missing required data links

Default Client's Last Assessment ⓘ

Assessment Date: * 04/26/2021 

Age at Assessment: 6

Assessment Type: * Entry ▾

Assessor: * Terry Gallups 

Program: Homeless to a Home 2 ▾

Disabling Condition: * No ▾


Health Insurance

Please indicate whether or not the client is covered by health insurance. If so, you will be able to record health insurance sources for the client.

Default Last Insurance Status

Covered by Health Insurance: * No ▾

<input type="checkbox"/> Type ▲	Status ▲	Reason No ⓘ ▲	Other Coverage ▲
Private	No ▾	-- SELECT -- ▾	
Private - Employer	No ▾	-- SELECT -- ▾	

 Save

Click “Finish.”

The screenshot displays the ClientTrack software interface. At the top, the 'ClientTrack' logo is on the left, and a 'Clients' tab is active. A search bar contains 'bet bo'. In the top right corner, a user profile for 'Terry Gallups (Training)' is shown with a notification badge of 14. Below the header, the client information for 'Bettie Boop' is displayed, including '1/3/1945', 'Female', and 'CLIENT ID 414725'. A bell icon is also present. On the left side, a sidebar titled 'Add Family Member' shows a progress list: 'Review Family Members' (checked), 'Enrollment' (checked), and 'Boop, Bittie' (checked with a right arrow). The main content area features a message: 'You're done! All required steps have been completed.' Below this message, a button labeled 'Finish' with the subtitle 'Close the workflow' is highlighted by a red circle.

ClientTrack® Clients

All bet bo

Terry Gallups (Training) 14

Bettie Boop 1/3/1945 Female CLIENT ID 414725

Add Family Member

- Review Family Members
- Enrollment
- Boop, Bittie


You're done!
All required steps have been completed.

Finish
Close the workflow

You'll notice that this information has changed to reflect a family status.

Bettie Boop's Dashboard

Bettie Boop's Information



Name: Boop, Bettie

Birth Date: 1/3/1945

Age: 76

Gender: Female

Veteran: No

Ethnicity: Hispanic/Latino

Race: Asian

Bettie's Enrollments

1 result found.

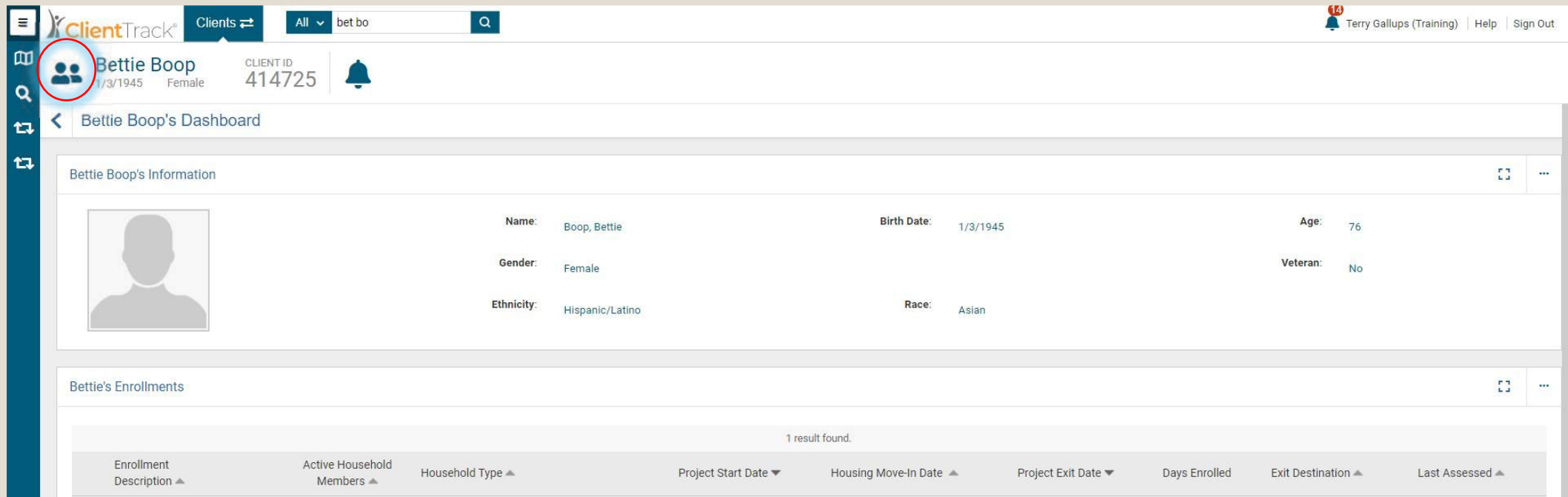
Enrollment Description	Active Household Members	Household Type	Project Start Date	Housing Move-In Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
Active								
PH - Permanent Supportive Housing (disability required for entry)								
Homeless to a Home 2	2	Household with Children and Adults	04/19/2021			7		

Bettie's Services

No records found.

Date	Service	Units	\$ Total	Organization
		0.00	\$0.00	

To verify your work, click on the icon beside the head of household's name.



The screenshot displays the ClientTrack web application interface. At the top, the navigation bar includes the ClientTrack logo, a 'Clients' tab, a search bar with 'All' and 'bet bo' filters, and a user profile for Terry Gallups (Training) with a 'Sign Out' link. Below the navigation bar, the main header shows the client's name 'Bettie Boop', her birth date '1/3/1945', gender 'Female', and client ID '414725'. A red circle highlights the icon representing the head of household next to the name. Below this, the 'Bettie Boop's Dashboard' is visible, featuring a section for 'Bettie Boop's Information' with a placeholder photo and fields for Name, Birth Date, Age, Gender, Ethnicity, Race, and Veteran status. The bottom section, 'Bettie's Enrollments', shows a table with one result found, listing various enrollment details.


ClientTrack Clients

Terry Gallups (Training) | Help | Sign Out

Bettie Boop CLIENT ID 414725 1/3/1945 Female

Bettie Boop's Dashboard

Bettie Boop's Information



Name: Boop, Bettie **Birth Date:** 1/3/1945 **Age:** 76

Gender: Female **Veteran:** No

Ethnicity: Hispanic/Latino **Race:** Asian

Bettie's Enrollments

1 result found.

Enrollment Description ▲	Active Household Members ▲	Household Type ▲	Project Start Date ▼	Housing Move-In Date ▲	Project Exit Date ▼	Days Enrolled	Exit Destination ▲	Last Assessed ▲
--------------------------	----------------------------	------------------	----------------------	------------------------	---------------------	---------------	--------------------	-----------------

This is where the new family member's name will appear. Click the name to see the client's information.

The screenshot displays the ClientTrack software interface. At the top, there is a header bar with the ClientTrack logo, a 'Clients' tab, a dropdown menu set to 'All', a search bar containing 'bet bo', and a search icon. Below the header, the main content area shows a family member list. The first entry is 'Boop, Bettie - 1945' with a family icon. Below this entry are three buttons: 'Quick Add Family Member', 'Family with Family Members', and 'Family History'. The second entry is 'Bettie Boop' with a person icon, 'Age 76', and 'Self'. To the right of this entry is a red circle highlighting the name 'Bittie Boop', which is also circled in blue. Below the red circle, the text 'Age 6' and 'Daughter' are visible. To the right of the blue circle is a right arrow. Below the family member list, there is a table with columns for 'Name' and 'Gender'. The 'Name' column contains the text 'Boop, Bettie'.

Name	Gender
Boop, Bettie	

The new account will show up.

The screenshot displays the ClientTrack web application interface. At the top, the navigation bar includes the ClientTrack logo, a 'Clients' tab, and a search bar. The user profile for Terry Gallups (Training) is visible in the top right corner. The main content area shows the profile for Bittie Boop, with the CLIENT ID 414728 circled in red. Below the profile information, there is a section for Bittie's Enrollments, which contains a table with one row of data.

Client Profile: Bittie Boop
4/15/2015 Female
CLIENT ID: 414728

Bittie Boop's Information

	Name: Boop, Bittie	Birth Date: 4/15/2015	Age: 6
	Gender: Female		Veteran: No
	Ethnicity: Hispanic/Latino	Race: Asian	

Bittie's Enrollments

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Housing Move-In Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed
Active								
PH - Permanent Supportive Housing (disability required for entry)								
Homeless to a Home 2	2	Household with Children and Adults	04/26/2021			0		4/26/2021

Bittie's Services

DATA QUALITY ERRORS



Greatest Common Errors

- Q2: Personally Identifiable Information Social Security Number (3.2)
- Q3: Universal Data Element Client Location (3.16)
- Q3: Universal Data Element Disabling Condition (3.8)
- Q4: Income and Housing Data Quality Income and Sources (4.2) at Annual Assessment

DATA ELEMENT	CLIENTID	ENROLLID	ENROLLDATE	EXITDATE	PROGRAMNAME	
Destination (3.12)	9727	113211	12/17/2020 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Destination (3.12)	10089	113401	1/28/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Destination (3.12)	12712	113386	1/27/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Destination (3.12)	18810	113273	1/14/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Destination (3.12)	416573	113198	12/15/2020 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Income and Sources (4.2) at Exit	9727	113211	12/17/2020 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Income and Sources (4.2) at Exit	10089	113401	1/28/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Income and Sources (4.2) at Exit	12712	113386	1/27/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Income and Sources (4.2) at Exit	18810	113273	1/14/2021 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview
Income and Sources (4.2) at Exit	416573	113198	12/15/2020 0:00	3/4/2021 0:00	ESG CV HFG Street Outreach	Client disappeared/Not able to complete exit interview

Error Reports and Explanations