



## HMIS@NCCEH Data Entry Training

### Client Profile A

**Introduction:** Congratulations, you have completed the HMIS@NCCEH Introduction to Data Entry series of trainings. Now it's time to practice and show off your skills! In order to receive your new HMIS License you must create a new client and follow the prompts below in the HMIS Training Site ([sp5.servicept.com/hmisncceh\\_training](http://sp5.servicept.com/hmisncceh_training)).

#### Procedure:

- ✓ Use the client profile below to walk a client through the data entry stages. Complete all data elements for your project type and funding source.
  - Project: Enter the client into the project you will work with mostly
  - Start Date: Two weeks ago
  - Interim: In between the Start and End Dates
  - End Date: Yesterday
  - First Name: First name is the current day of the week
  - Last Name: Your last name
- ✓ Complete all data elements for your project type and funding source.
- ✓ Once complete, complete the [Practice Client Notification Form](#), and we will receive notification to review your client.

### HMIS Training Client Profile A

**Project Start:** Client A is a non-Hispanic white female who reported her SSN as 153-42-6481. Her date of birth is March 12, 1976. She is presenting alone for services and reports she is not a Veteran. Client A reports that she has a mental health disability that she receives SSI of \$752 a month for. She is covered by Medicaid and also receives SNAP benefits of \$150 a month.

Last night Client A stayed in her vehicle in Alamance County after being evicted from her apartment. She has been staying in her car for the past week in the same zip code as her apartment. The zip code for her apartment was 23681. This is her second time being homeless. The last time she was homeless for 4 months before finding this apartment. She is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client A has not experienced domestic violence.

**Project Interim:** Add interim to adjust SSI to \$800 a month and SNAP to \$175 a month. Complete a VI-SPADAT Assessment for your client.

**Project Exit:** Add exit with destination to staying with family permanent tenure.