



## HMIS@NCCEH Data Entry Training

### Client Profile H

**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 H

**Project Start:** Client H is a non-Hispanic Asian female who reported her SSN as 693-48-1054. Her date of birth is August 30, 1984. She is presenting alone for services and reports she is not a Veteran. Client H reports that she has no disabilities. She receives alimony of \$500 a month and \$550 from employment. She is covered by employer provided health insurance. She does not receive any non-cash benefits.

Last night Client H stayed with friends in Davidson County. Her friend had to ask her to leave due to the landlord finding out she was staying there but not on the lease. Her friend was threatened with eviction if she didn't leave. She had been staying with the friend for 4 months. She has been staying with friends and in emergency shelters for the past 2 years. This is her 5<sup>th</sup> time coming to emergency shelter in the past 3 years. She has spent 7 months total so far in shelter. The zip code for her last home was 23476. She is seeking services in the CoC and one of the counties you work in (pick appropriate CoC and county). Client H did experience domestic violence 2 years ago but is not currently fleeing domestic violence.

**Project Interim:** Add interim to adjust employment to \$700 a month and add SNAP for \$95 a month. Complete a VI-SPADAT Assessment for your client.

**Project Exit:** Add exit with destination to rental by client with RRH or equivalent subsidy.