History Color Bar Guide:
How to view previous responses

Released May 2021

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How to find the History Color Bar

The History Color Bar is available for almost any question you respond to in ServicePoint HMIS.
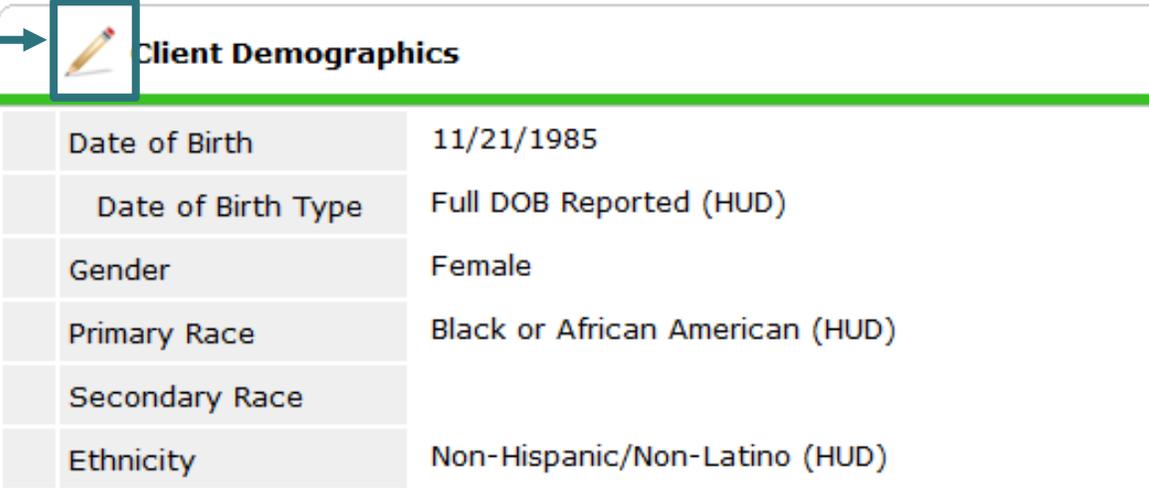

Not available for:

- questions not in an "assessment" like Client Record questions (section with Name or SSN) and Exit questions (Destination or Reason for Leaving)
- meta-data like Project Start Date or Entry Type
- Other optional features like File Attachments

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How to find the History Color Bar

The History Color Bar is available for almost any question you respond to in ServicePoint HMIS.

- Make sure you are in a place to edit a question

You may need to use the pencil icon to get into details

Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

How to find the History Color Bar

Once the History Color Bar is selected, a pop-up appears:

- Review when (Date Effective), who (User Adding), which EDA mode (Provider Adding), and what response (Value)

If your EDA mode matches Provider Adding, visibility (lock) & ROI (folder) status also appear!

When to Use

Use the History Color Bar to review data when:

- Not sure if correct Backdate mode was used
- Not sure of EDA mode used
- Not sure if info was shared
- Not sure who entered the data

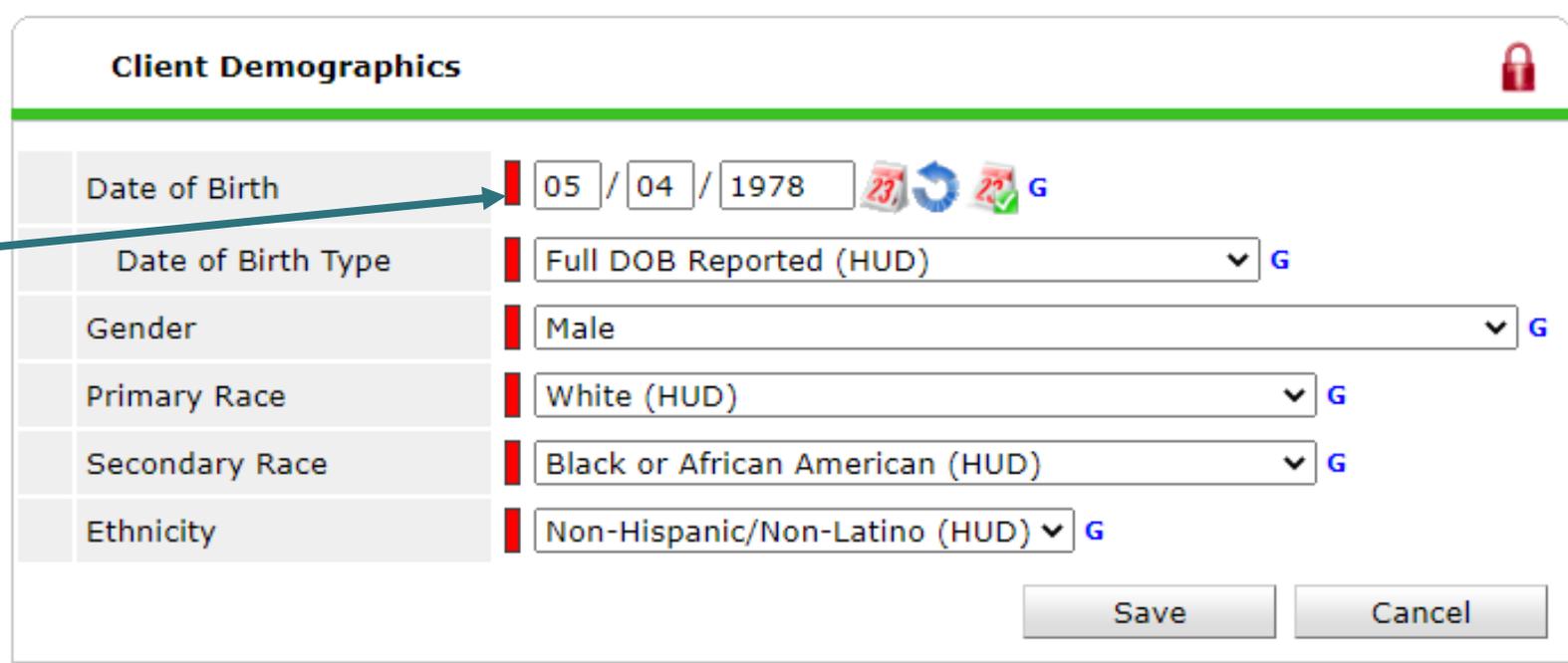Use the History Color Bar to make corrections when:

- Inaccurate response at the time of data entry
- Wrong EDA mode for response
- Confirm the use of Verify and Save Button

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How to Make Corrections

Select the History Color Bar to see previous responses

First find the color bar!

Client Demographics

Date of Birth	05 / 04 / 1978
Date of Birth Type	Full DOB Reported (HUD)
Gender	Male
Primary Race	White (HUD)
Secondary Race	Black or African American (HUD)
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Save   Cancel

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How to Make Corrections

Once the History Color Bar is selected, a pop-up appears:

- Use the Trash Bin icon to remove wrong responses
- ONLY remove wrong responses from your agency

How to Make Corrections

If a response needs a new EDA mode but the same answer

- Clear a response and save to add a blank
- Then add the correct response and remove the blank history

Homeless History

Prior Living Situation	Place not meant for habitation (HUD) ▾ G
Length of Stay in Previous Place	One week or more, but less than one month ▾ G
Approximate date homelessness started:	11 / 23 / 2020 📅 🔄 📅 G
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	One time (HUD) ▾ G
Total number of months homeless on the street, in ES or SH in the past three years	2

Income & Sources

History - 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

	Date Effective	User Adding	Provider Adding	Value
🗑	09/23/2020 12:03:19 PM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	One time (HUD)
🗑	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	One time (HUD)
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Homeless History

Prior Living Situation	Place not meant for habitation (HUD) ⌄ G
Length of Stay in Previous Place	One week
Approximate date homelessness started:	11 / 23
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	One time
Total number of months homeless on the street, in ES or SH in the past three years	2 ⌄ G

History - Prior Living Situation

	Date Effective	User Adding	Provider Adding	Value
	12/03/2020 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Place not meant for habitation (HUD)
	09/23/2020 10:38:41 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Place not meant for habitation (HUD)
	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)

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Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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