HMIS Monthly Training: Advanced Corrections

February 2023

NC COALITION to end HOMELESSNESS

Table of Contents

How to Find the History Color Bar

When to Use

How to Make Corrections

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History Color Bar

The History Color Bar allows users to investigate data entry in ServicePoint HMIS.

- *When was data added?*
- *Who added data?*
- *How has data changed over time?*

Image by Vectorportal.com

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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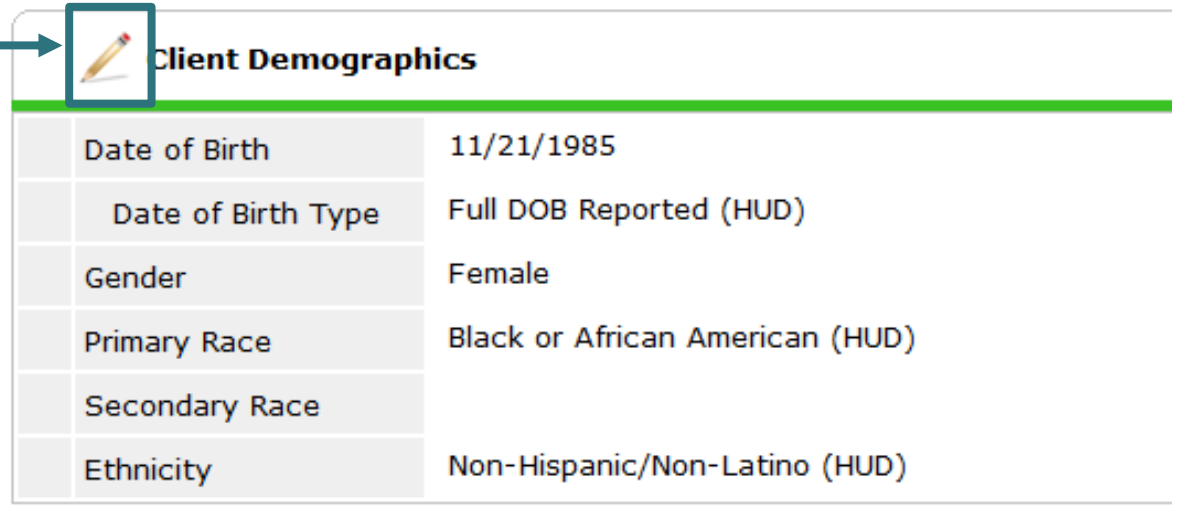
How to find the History Color Bar

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



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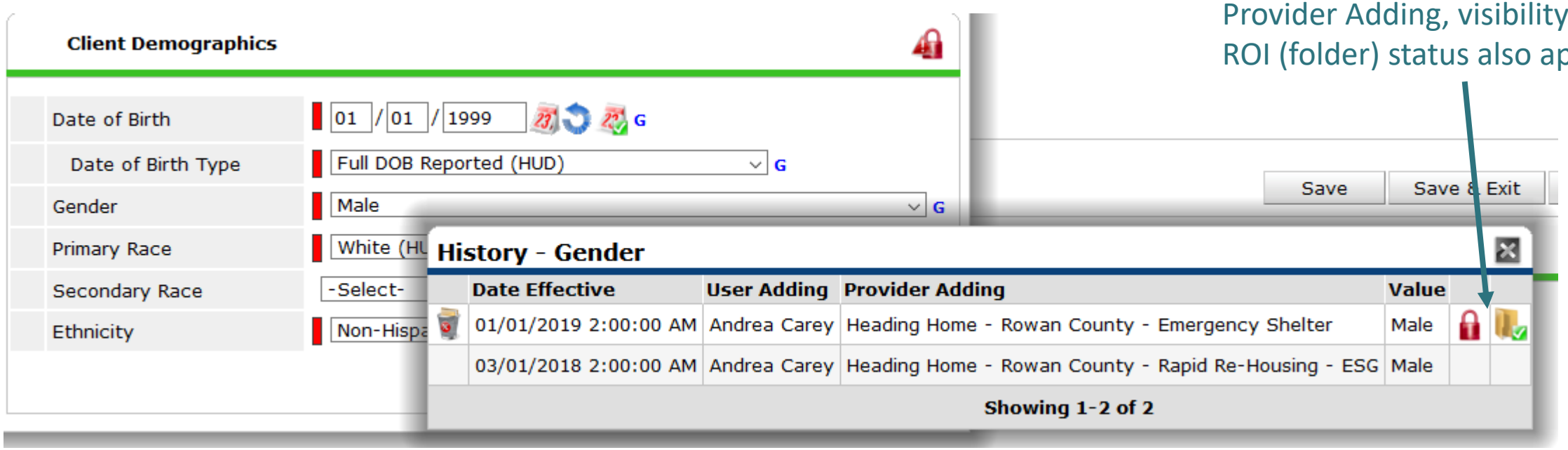
How to find the History Color Bar

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!



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How to use the History Color Bar

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 use the History Color Bar

Imagine the layers of responses are like layers of rock revealing the Earth's history

History - Gender

	Date Effective	User Adding	Provider Adding	Value		
	01/01/2019 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Male		
	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Rapid Re-Housing - ESG	Male		

Showing 1-2 of 2

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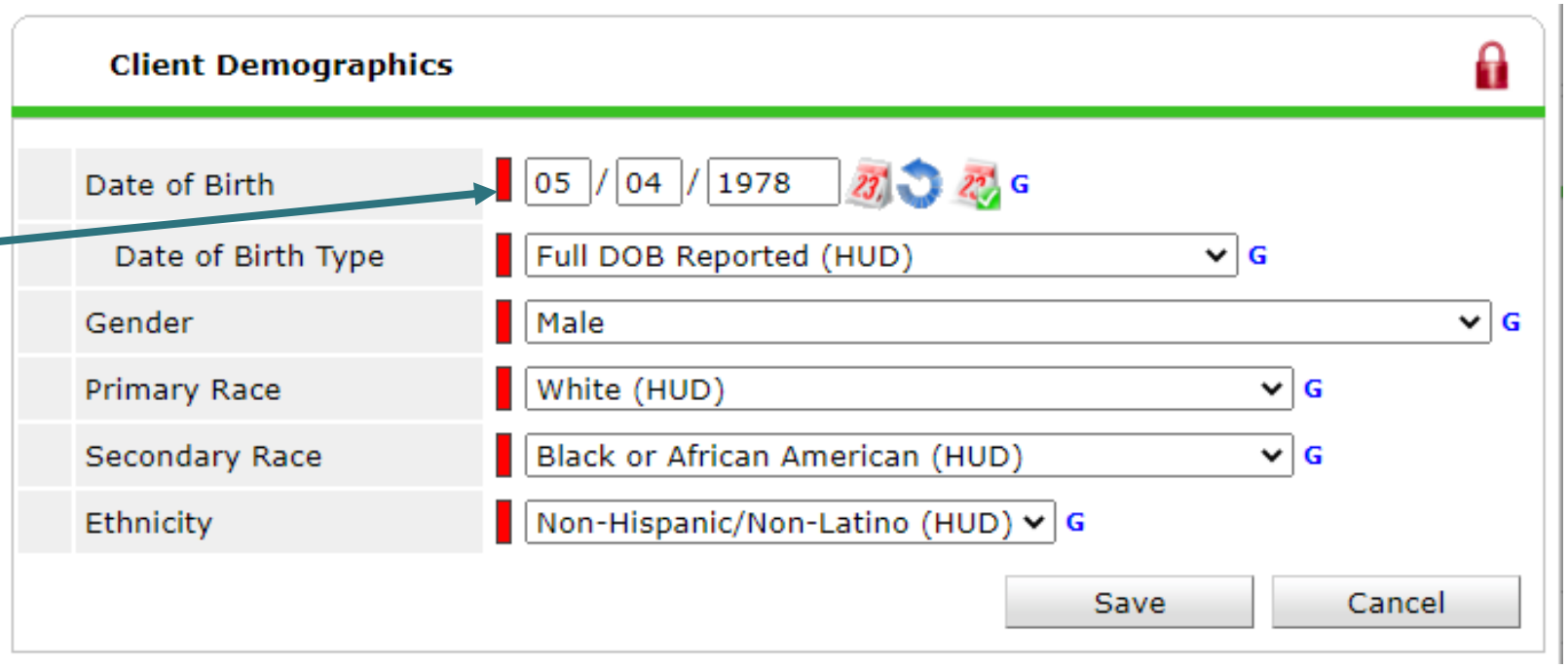
Redbeds Image by James St. John via Wikimedia Commons

How to Make Corrections

Select the History Color Bar to see previous responses

First find the color bar!



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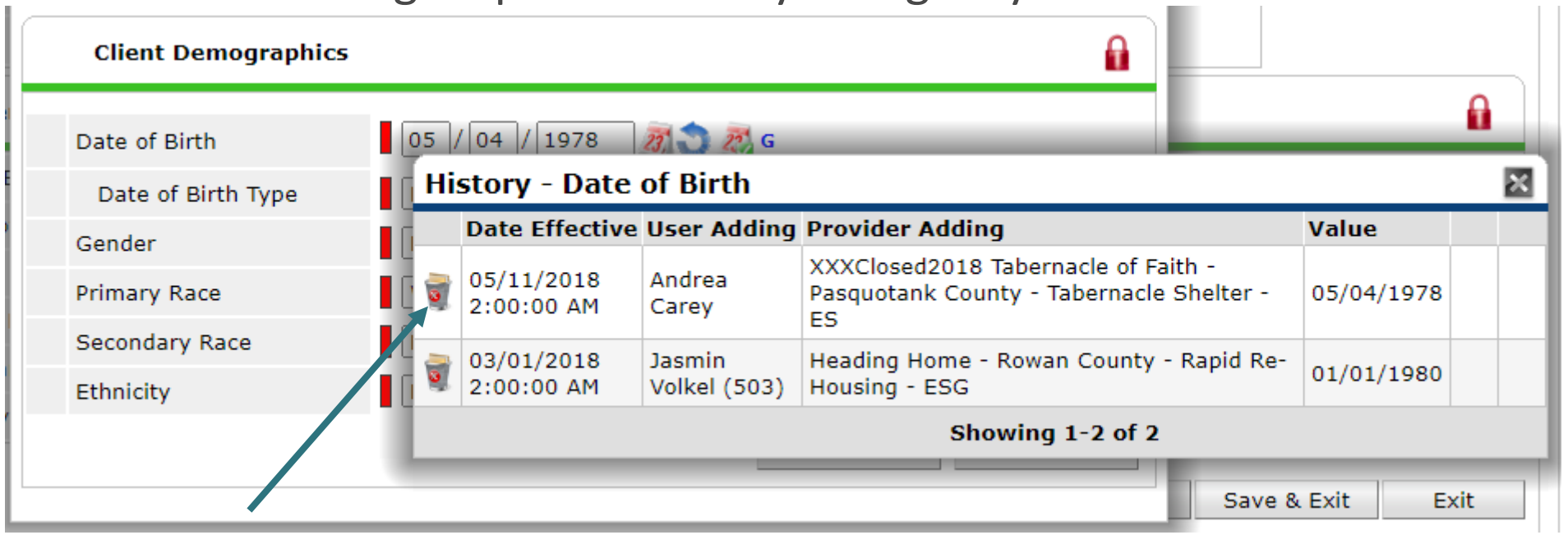
How to Make Corrections

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



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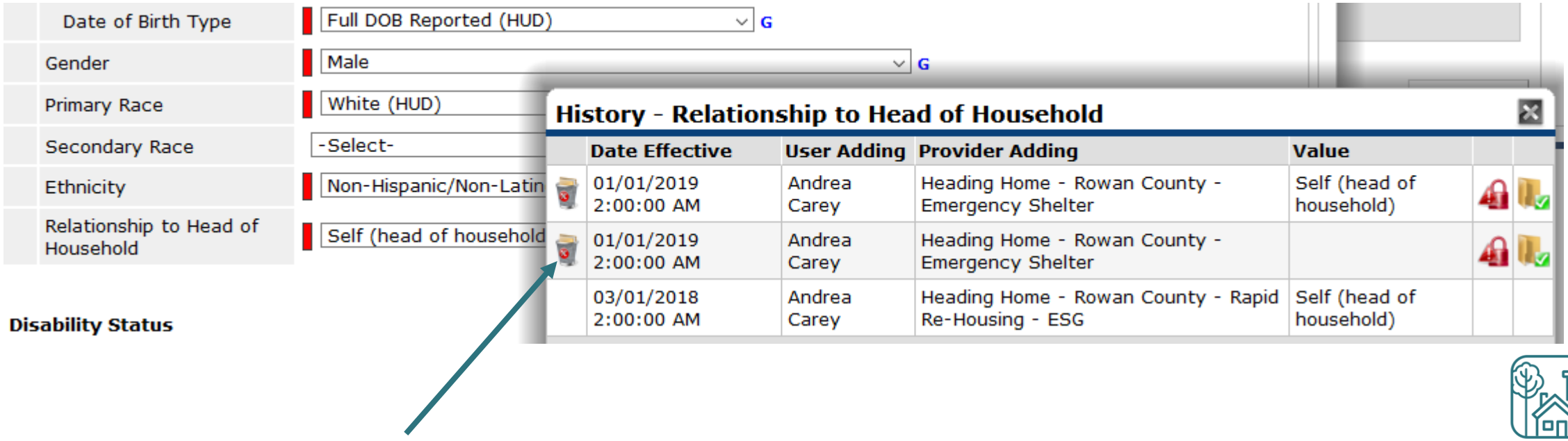
How to Make Corrections

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



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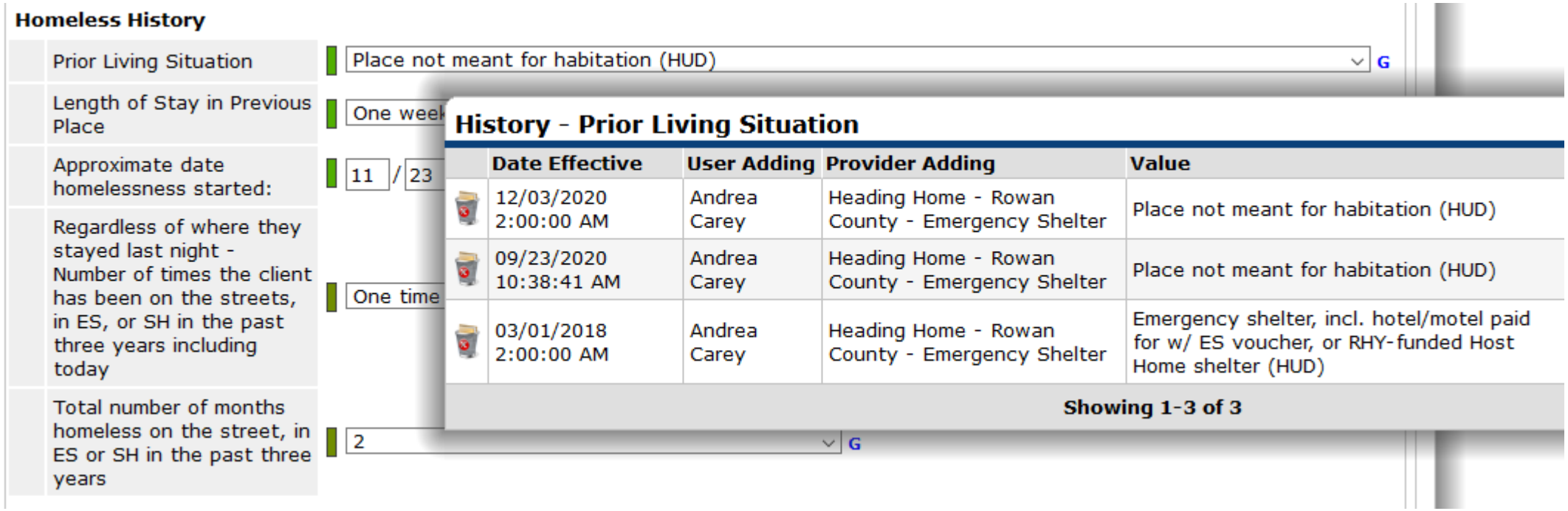
How to Make Corrections

Helps find inconsistencies in client responses:

- For example: Prior Living Situation shows a client has entered ES three times within three years



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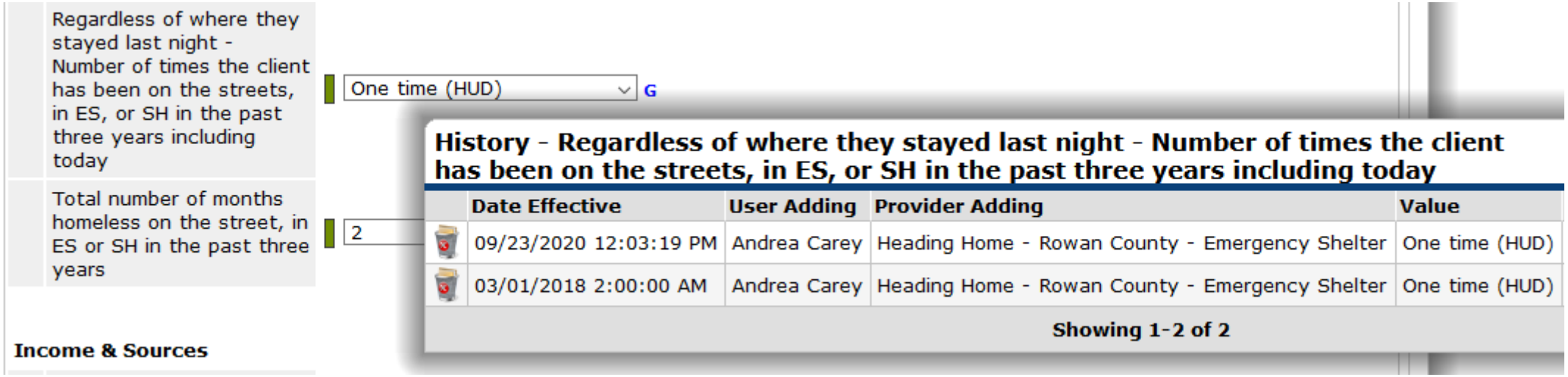
How to Make Corrections

Helps find inconsistencies in client responses:

- For example: Prior Living Situation shows a client has entered ES three times within three years
- However, the Number of Times and Number of Months question hasn't changed!



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Let's see some examples!

- Relationship to Head of Household
- Secondary Race
- Homeless History

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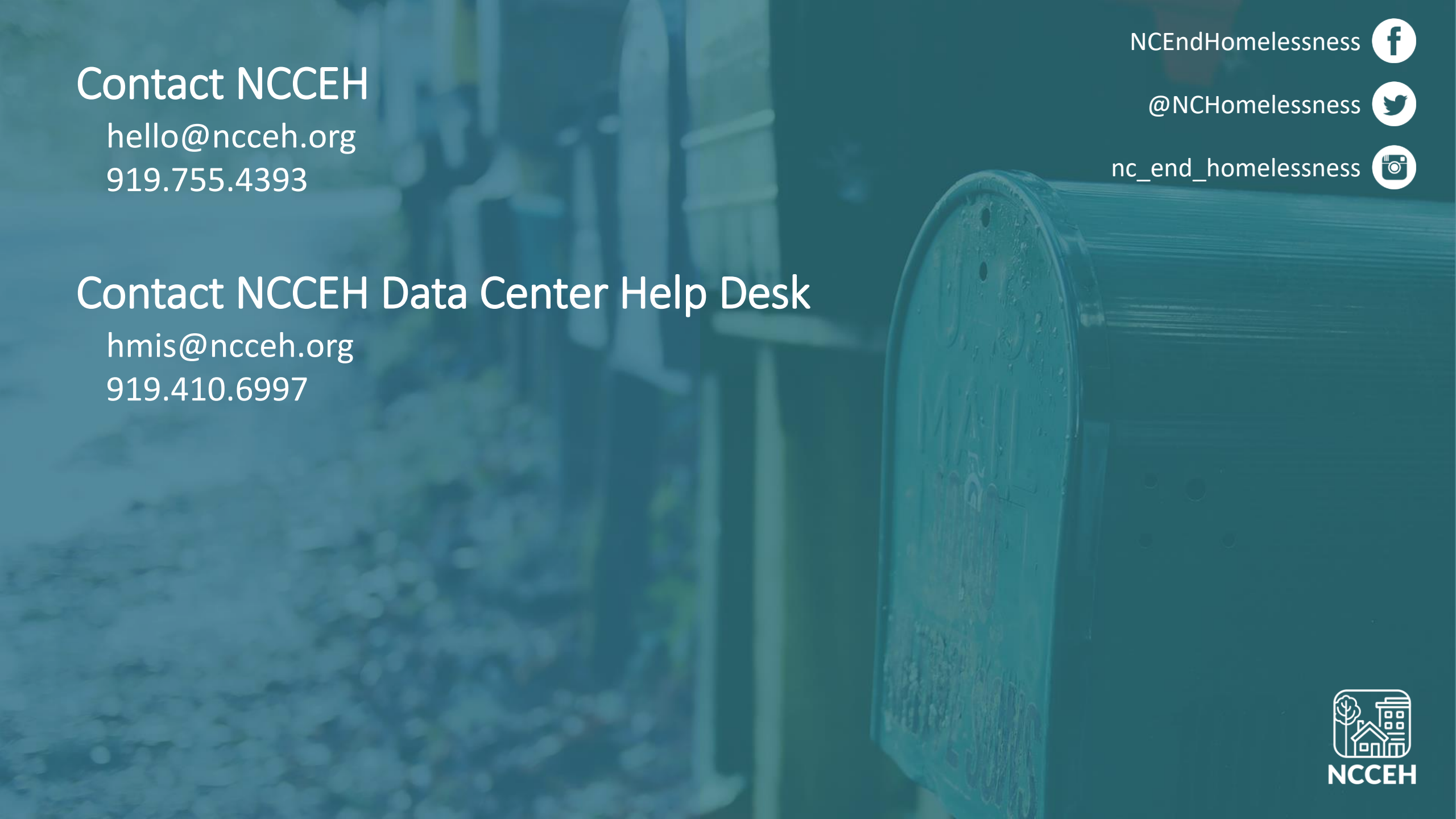

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