Emergency Shelter Enrollments

Housing Check-In

Notice: This document is only meant to serve a as guide, please make sure to follow the prompts in HMIS to ensure you are entering information in all the required fields. For verification of the data collection requirements for your project, you may contact your funder.

Creating an Enrollment

After the client is a part of your program, the next step is to create an enrollment for the client.

1. Navigate to the **Client** workspace.

2. Select **Find Client**. Type the Client's ID or their first and last name in the corresponding fields. Select **Search**. From the search options generated, select the client to which the application corresponds by clicking their name.

3. Select Intake located in the menu bar on the top left-hand side of the screen.

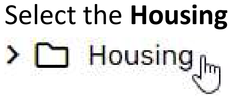
4. Complete the Intake workflow by following the prompts.

Log a Housing Check-In

Before a client can have a housing check-in, they must have a corresponding enrollment whose name matches the housing facility names, and the Project Start Date of the enrollment must match the day the client first stayed at the facility. *Note: Night-by-Night Emergency Shelters require that a client be checked into the facility each night. In addition, Night-by-Night Shelters should add the day after Housing Check-In as the check-out date on the*

1. Navigate to the **Housing** workspace.

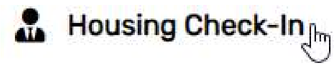
2. Select the **Housing** folder.



3. Select **View Facilities** form the drop-down options under *Housing* folder.

4. Select the facility for which you wish to complete a check-in.

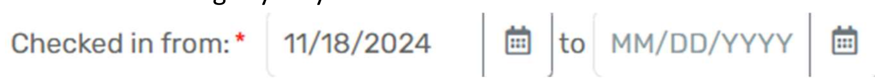
5. Select **Housing Check-In** from drop-down options under *Housing* folder.



6. Select the **Magnifying Glass** next to *Last Name* to search for the client you wish to check-in.

7. Type the client's ID or their first and last name in the corresponding fields. Select **Search**. From the search options generated, select the client you wish to check-in.
8. Select the enrollment from the options provided in the drop-down menu next to *Enrollment* that corresponds with the facility name and dates the client stayed at your facility.

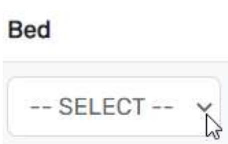
9. Enter the date the client stayed at your facility in the box next to *Checked in from,* and the date after the clients nightly stay in the next to the box labeled *to*.



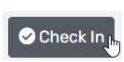
10. Select the room in which the client stayed for the date you selected above from the drop-down menu next to *Room*.

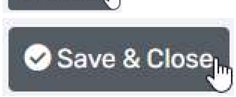
11. Check the box next to client's name under *Household Members*.

12. Select the bed in which the client stayed during their stay from drop-down menu under Bed.



13. Select Check-In.





Exit an Enrollment

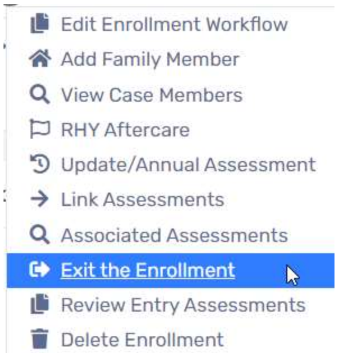
When the client is no longer part of your program you must exit their program enrollment.

1. Navigate to the **Client** workspace.

2. Select **Find Client**. Type the client's ID or their first and last name in the corresponding fields. Select **Search**. From the search options generated, select the client to which the application corresponds by clicking their name.

3. On the *Client Dashboard* scroll down to the *Client's Enrollment* section.
4. Identify the enrollment you wish to exit based on the *Enrollment Description* and *Project Start Date*.
5. Click on the **Action** button next to the enrollment you wish to exit.

6. Select **Exit the Enrollment** from the options provided.



7. Complete the exit workflow.