
How to Enter Disabilities

There are 2 disability sections you may encounter while completing your assessment:

1. The **disability of long duration** question: applies to **all** funding sources and does not require official documentation. It is required for all clients, including children.
2. The **disabilities sub-assessment**: applies only to HUD, ESGP, LTH, and THP programs.

1. Disability of Long Duration Question (required for all clients):

Responding to the question:

Ask the client these questions to determine if you should answer “yes:”

- Do you have a diagnosis of disability or a documented disability that is expected to be of long, continued and indefinite duration?
- During the last 2 years have you been told by a doctor or nurse that you have a disability?
- Do you feel you need to see a health professional about a disabling condition?
- Do you have substantial impairments that affect your ability to carry out daily activities?

If the client answers “yes” to *any* of the above questions, record “yes” for your response. The specific disabling condition does *not* require documentation. Parents can respond to these questions on behalf of their children.

2. Disabilities Sub-assessment

The disabilities sub-assessment applies to HUD, ESGP, LTH, and THP programs. Some of these disabilities *must be documented*. For detailed guidance on proper documentation and disability definitions, please see the “Definitions” section of your funder-specific assessment data entry form.

HUD programs: complete for *all clients*, including children. Parents may answer questions on behalf of their children. You must complete all questions in the sub-assessment.

LTH, THP, and ESGP programs: complete for *adults 18+ and unaccompanied youth*. Only some questions on the sub-assessment are required.

To enter a new disability into the sub-assessment:

- Check to make sure you have proper documentation if you are recording a mental health problem, physical disability, developmental disability, or chronic health condition
 - If you do not have proper documentation, do not record the disability.
 - If you have proper documentation or if the disability does not require documentation, continue with the steps below.
- Click the **Add** button in the right-hand corner of the Disability box. A pop-up window will open.
- **Disability Determination:** Select “yes.”
- **Start Date:** enter the **program entry date**, not the actual date the client’s disability began.
- **Disability Type:** select from the dropdown list.
 - Remember: Mental health problem, physical disability, developmental disability, and chronic health condition **must be documented** before you can record them in HMIS.
- **If Other, specify:** enter if applicable.
- **Condition is long term w/substantial impact?** : HUD programs only: select from the dropdown list. For all other programs this question is optional.

- *Currently receiving services or treatment?* HUD programs only: select from the dropdown list. For all other programs this question is optional.
- *End date:* leave blank
- To enter more disabilities, click **Save & Add Another**.
- Once you have finished, click **Save & Exit**.
- Be sure to wait for the screen to refresh before continuing to the next section!
 - Make sure you can see the newly-recorded disability in the sub-assessment box.

To end an undocumented mental health problem, physical disability, developmental disability, or chronic health condition:

If your client was served by your agency before, they might have a previously-recorded mental health problem, physical disability, developmental disability, or chronic health condition that has not been properly documented. If this is the case:

- Click the edit pencil to the left of the disability. A pop-up window will open.
- *Disability Determination:* change to “no.”
- *End date:* enter the program entry date.
- Click **Save & Exit**.

How to Update the Disability Sub-Assessment

As you get to know clients, you may get a better sense of their disability situation. Please record any additional information you gather from clients so their complete disability situation is recorded. Disability updates are necessary when:

- The client’s disability information has changed since program entry, or
- You have obtained documentation for a mental health problem, physical disability, developmental disability, or chronic health condition

- 1) Log in to Service Point, click on “ClientPoint,” and go into your client’s record.
- 2) Click on the “Assessments” tab.
- 3) From the list of assessments (in green on the left-hand side of the screen), click on your funder-specific assessment.
- 4) Do **NOT** go into backdate mode. Disability updates do not need to be backdated.
- 5) Scroll down to the disabilities sub-assessment and make updates as needed
 - To *add* a disability, click **Add** to the right of the Disability box and complete all necessary information.
 - If you are recording a disability that you realize was present when the client entered the program, use the program entry date as the disability start date.
 - If you are recording a newly-documented disability, use the documentation date as the disability start date.
 - To *end* a disability, click on the pencil next to the disability information entered. A pop-up will appear. Enter a disability end date. See “special cases” below for information on ending a disability that does not have proper documentation.
 - See the disabilities sub-assessment instructions on p. 14 for more details on recording disabilities by funding source.
- 6) When finished, click **Save and Close**.

Special Cases: Updating a previously-recorded disability that now requires documentation

If you are making a disability update for a client who entered your program prior to June 1, 2010, the client may have a mental health problem, physical disability, or developmental disability recorded that does not have proper documentation. If this is the case:

1) Click the edit pencil to the left of the disability. A pop-up window will open.

2) Update the following fields:

- *Disability Determination*: change to “no.”
- *End date*: enter the program entry date.
- Click .