Institute for Community Alliances

YHHS DROP-IN CENTER AT A GLANCE

Project Start

- Enter as much of the **Entry** assessment as you can, noting that Data Quality begins here.
- Service Transaction(s) entered

Subsequent visits

- Service Transaction(s) entered
- For any missing information obtained that was true at **Project Start** please edit the **Entry Assessment**
- Complete an **Interim Review (Update)** with any changes since the **Entry** was completed

Project Exit

If there is a break in services for 90 days between visits, complete an **Exit**

New visit after **Exit?**

New **Project Start** and new **Entry Assessment**

YHHS DROP-IN (DAY SHELTER) WORKFLOW

1. **1st provision of service = Project Start Date**
    a. Create client record and profile information
        i. Document ROIs using the [General HMIS Instructions]
        ii. Unless your provider serves only clients over 18, your provider is closed to Statewide Data Sharing by default, if you create a new client in your provider, and they consent to data sharing, please email the Helpdesk the client ID and ask us to open the client record. See [ROI FAQ]
        iii. If client full name is not disclosed use a temporary, partial, or street name to identify the client in HMIS, but keep track of the client ID so you can correct this later.
    b. Entry/Exit Tab
        i. Create a new Entry to HMIS Drop-in provider using the Basic Entry Type
    c. Complete the full Entry Assessment
        i. Record Homeless Drop-in Service using one of the processes in step 2, other services optional
2. **Each additional visit**
    a. Service Transactions Tab or SkanPoint—Add service using *one* of the following processes, i, or ii.
        i. For SkanPoint:
            1. EDA to your drop-in provider
            2. Click SkanPoint on the left-hand side
            3. On the Provide Service tab, you can record service transactions for one or more clients. You will only see one option for services, Homeless Drop In Centers
            4. Add End Date of the same date the service is occurring
            5. Use one of the following methods to locate the client(s)
                a. **Start Skan**: Select one or more clients by scanning Community Cards, searching for their client records, and/or manually entering ID numbers.
                b. **Choose Clients from Client List**: Select clients from a pre-defined list. (see Knowledge Base for more on this functionality)
        ii. For the Service Transactions Tab:
            1. EDA to your drop-in provider
            2. Locate the client record
            3. Click the Service Transactions Tab
            4. Create Service Transaction(s) by clicking "Add Service" in the Service Transactions Tab.
            5. Enter an end date for the service (same as the date they visited, which should be the same as the start date)
            6. Select the Homeless Drop-In Centers service
            7. Click Save & Continue
    b. Entry/Exit Tab
        i. Add missing information to Entry assessment as you learn it, if all data is not collected at entry
            1. Note: this should be done in the Entry, not the interim update
        ii. If information found on the update assessment has changed since Entry, record this in the Interim Update
3. **Project Exit**: Project exit represents the end of a client's participation with a project.[1]
    a. Reasons to exit a client include:
        i. The client has stopped coming to the drop-in center, and has not received services for 90 days or more
        ii. The client is deceased;
    b. Entry/Exit tab
        i. Locate open drop-in Entry/Exit – click edit pencil next to exit and complete Exit Date and Destination fields
        ii. Exit Date should match the last Drop-in Service

[1] The exit date should coincide with the date that the client is no longer considered to be participating in the project. This standard should be applied consistently across all projects

ADDITIONAL INFORMATION:

The following two data elements are different for Drop-in Centers.

Current Living Situation: Use Current Living Situation to document changes in living situation during an entry with your Drop-in Center. You do not need to, nor should you, complete this at every visit.

Date of Engagement: This data element is *not* applicable to Drop-in Centers. Please do not add a date of engagement for your Drop-in providers.