HOW TO GENERATE A DHS HOUSING STABILIZATION SERVICES DOCUMENT

This document explains how to obtain a paper or digital copy of the DHS Housing Stabilization Services Coordinated Entry document from HMIS.

INTRODUCTION

Coordinated Entry is one of three designated pathways for Housing Stabilization Services (HSS). To evaluate a person's need for HSS, Coordinated Entry assessors respond to a series of observational questions, then provide a copy of their responses to the client.

Note: This document is not used to determine a person's eligibility for HSS. In addition to this document, a client will need proof of disability and a person-centered plan to satisfy all eligibility criteria.

Access to the DHS Housing Stabilization Services Coordinated Entry document may not be available to all agencies within a CoC. If you are unable to view the document in HMIS, please contact the HMIS Helpdesk or your Priority List Manager to learn whether your agency can access it.

STEP-BY-STEP INSTRUCTIONS

1. Select **Enter Data As** and choose your Coordinated Entry provider.

2. Open the client's record. When prompted to set a back date, select **Use Current System Date**.

3. Click on the **Assessments** tab.

4. Select DHS Housing Stabilization Services Coordinated Entry Document from the drop-down, then click on **Submit**.

5.   Review the assessment and fill in any blank fields.

6.   Scroll down to the bottom of the assessment and click on **Print Assessment**.
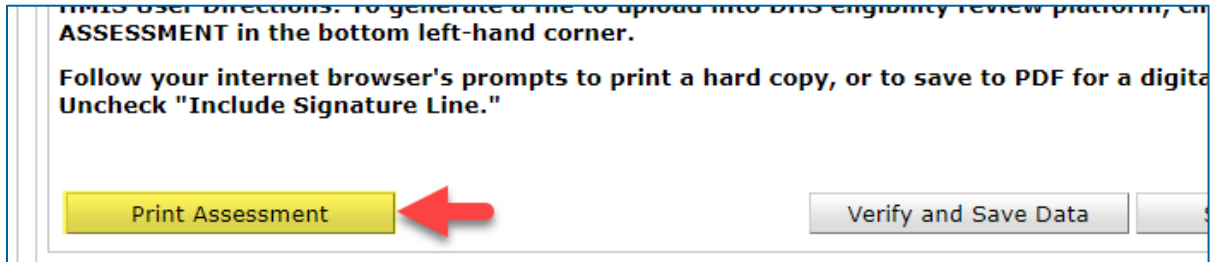
7.   Uncheck the box next to Include Signature Lines, then click on **Print**.
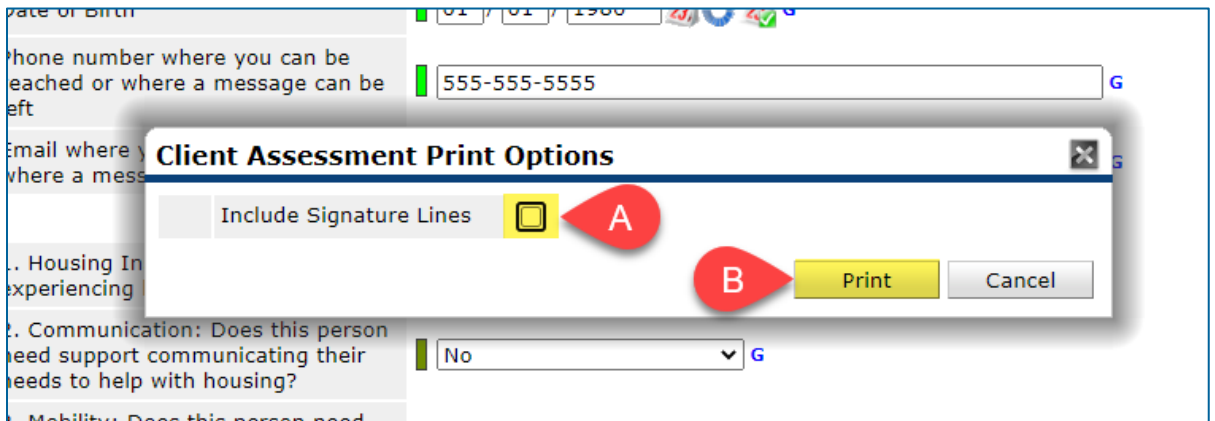
8.   Follow your web browser's prompts to either print a paper copy of the assessment or to save it digitally as a PDF. A digital copy can be uploaded to a secure website or to a portable storage device like a flash drive.


DHS recommends uploading this document to a free data vault on HB101.

[OPTIONAL] UPLOAD THE HSS DOCUMENT TO HMIS

Files can optionally be uploaded to HMIS. This enables clients and agencies to easily access those files at a later date.

1. Before an assessment can be uploaded to HMIS, it must first be saved as a PDF file. Follow the instructions in the previous section if you have not created a PDF yet.

2. With the DHS Housing Stabilization Services Coordinated Entry Document open in the client's record, click on the **black clip icon** next to the red lock icon. When the Assessment File Attachments pop-up appears, select **Add New File Attachment**.
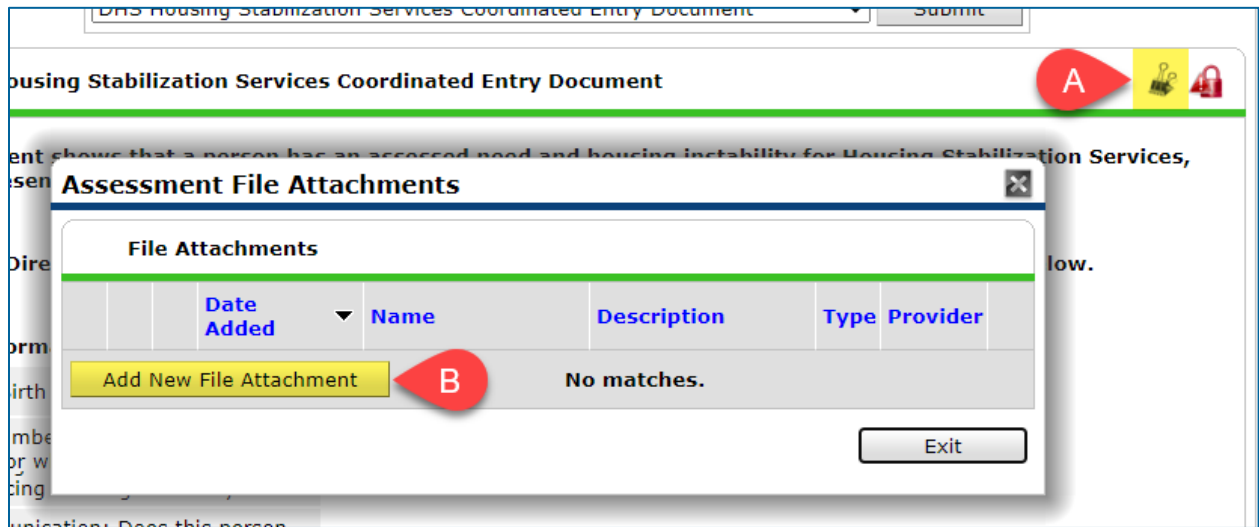
3. Click on **Choose File** in the Upload Attachment pop-up, then locate the PDF file and select it from the explorer window. Click on **Upload** to add the file to HMIS.

4. To access an uploaded file, go to a client's Client Profile tab and scroll down to the File Attachments section. Note that files can also be uploaded there.