St. Louis County Coordinated Entry

HMIS Data Entry Instructions

St. Louis County has a grant to provide Coordinated Entry. Use the new Coordinated Entry Provider *St. Louis Coordinated Entry-CE-SLC-HUD (3877)* to enter clients who access the Coordinated Entry process. Clients entered into this provider are NOT shared with any other providers. Instead, a set list of users have been given access to this new provider. Contact Laura DeRosier if you need access to this provider. Users must Enter Data As provider 3877 in order to see or do data entry for these clients.

Coordinated Entry Provider – Who is included?

An HMIS Project Provider has been created to capture data on all clients who access Coordinated Entry. This is a HUD funded project. Each client will be required to have a HUD assessment completed as part of this Coordinated Entry project.

Data Entry Steps

- Create Client Record
  1. Click on "Enter Data As" (EDA) and select provider 3877.
  2. In ClientPoint, fill in the search prompts for primary client (single or head of household) and click on "Search." Select the primary client's name in the search results or confirm no records match and click "Add New Client With This Information."
  3. Backdate to client's entry date (in pop-up or by clicking on "Back Date").
  4. Complete the Universal Profile assessment for the primary client in the Client Profile tab.
  5. Create a household in the Household tab if primary client is being served with other household members.
  6. Add a Release of Information in the ROI tab.
     - Be sure to include all applicable household members on the ROI by checking the boxes.
- Create an Entry
  1. Create an Entry record in the Entry/Exit tab.
     - If entering a household, be sure to include all applicable household members in the entry by checking the boxes.
     - Select **HUD** for "Type."
  2. Complete data elements (for each household member) on the *HUD All-Inclusive Assessment* in the Entry/Exit Data pop-up.
     - Use "Verify and Save Data," as applies.
     - If entering a household, first click on "Add Household Data" to complete the *Household Data Sharing Assessment* and answer data elements common among all clients prior to completing each individual entry assessment.

- Complete the VI-SPDAT Assessment for Adult Clients
  - The VI-SPDAT is located at the bottom of the Summary Tab and is called VI-SPDAT Pilot. You do not need to Back Date to enter the VI-SPDAT.

1. EDA to provider 3877
2. Search for and select the client's record. No back date necessary.
3. Go to the Summary Tab in ServicePoint
4. Click the "Add" button in the VI-SPDAT sub-assessment
5. The start date should be the VI-SPDAT assessment date
6. Answer all the questions in the sub-assessment
   - If any are missing, you can save what you have and come back and complete the additional questions later.
7. Click "Calculate" to see the scoring summary
   - The calculation uses the most recent set of data entered in the sub-assessment. It also looks at the date of birth for the general information section. For more information on scoring, see the VI-SPDAT form.
8. Click "Save" once you have entered all the information and have seen the scores. This will exit you from the sub-assessment

  - NOTE: Do not complete the VI-SPDAT in ServicePoint for unaccompanied youth. Instead, include the paper VI-SPDAT form as a file attachment in the Client Profile tab.

- Create an Exit
  - Clients will be exited from CE when they enter in a housing project *OR* if client cannot be contacted after 45 days and three attempts to contact the client have been made.

1. EDA to provider 3877
2. Backdate to the client's exit date from CE
3. Create an Exit record in the Entry/Exit tab by clicking on the Edit Exit pencil.
   - If exiting a household, be sure to include all applicable household members in the exit by checking the boxes.
   - Date is: Date client is housed or CoC determined length of time w/out contact with the client.
   - Destination is: Client's housing destination or "Exit interview not completed"