

HMIS Confidential Client Characteristics Cheat Sheet

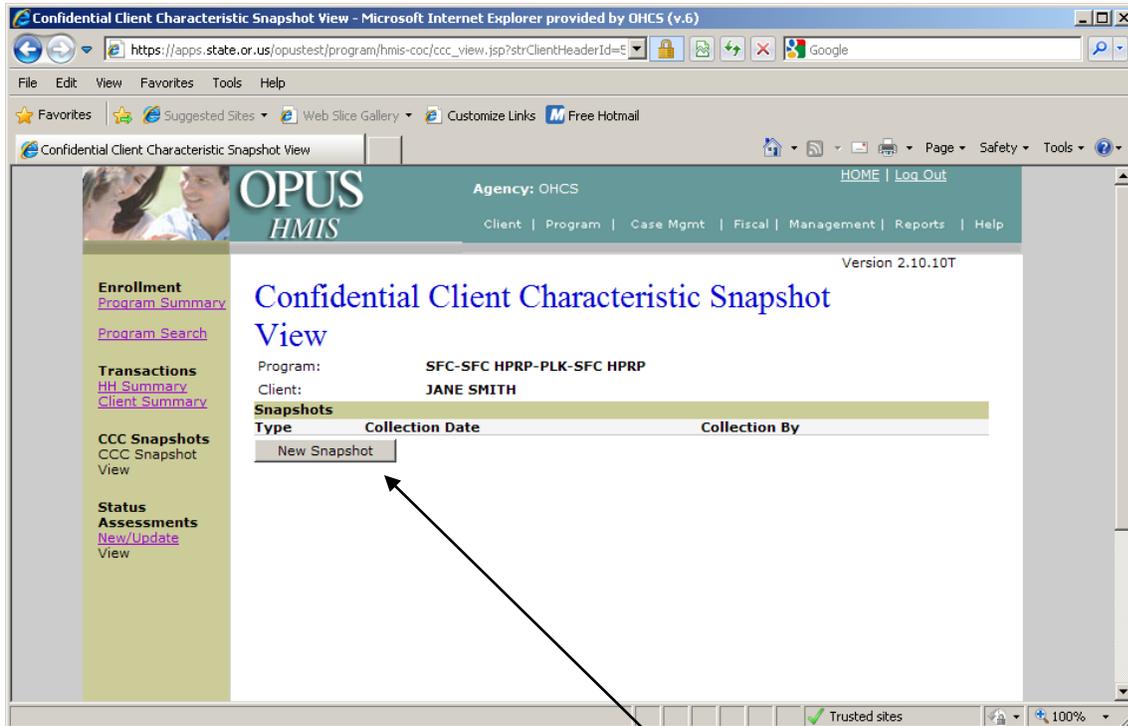
The old Client Assessments (aka HUD Assessments, aka COC APR Info) was based on the HUD's HMIS 2004 Data and Technical Standards that have been replaced. The new values are based on the 2010 DTS, and are called Confidential Client Characteristics or CCC. These new fields are used in several reports including the "New" HUD APR and HPRP APR reports. These fields are to be collected (aka Snapshot) at Entrance, Annually, and at Exit.

There are two ways to get to the CCC Snapshot View Screen. The Left Nav link will take you to the current clients View. This is available on most of the program screens. The other place is the Program Enrollment Summary page. Click on the client's name you wish to work with.

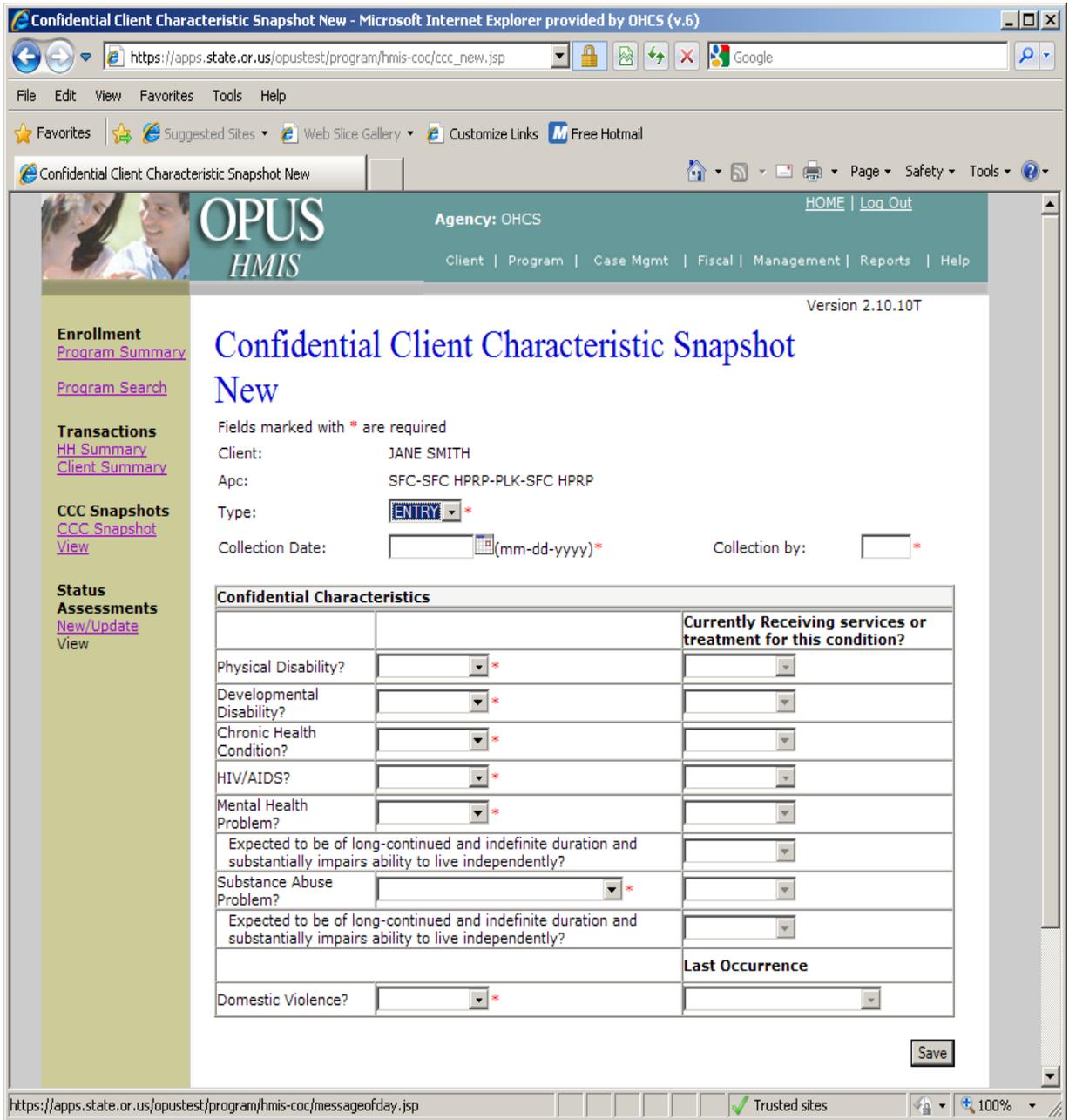
The screenshot shows the OPUS HMIS interface. The main content area displays the 'Program Enrollment Summary' for program 'SFC-SFC HPRP-PLK-SFC HPRP' with an enrollment date of '02-24-2011'. Below this, a table lists clients with their enrollment and end dates, and the number of CCC snapshots. Two clients, JANE SMITH and JOHN SMITH, are listed, both with 0 snapshots. A 'Case Plans' section is also visible, with a 'New Case Plan' button.

Client	Program Enrolled Date	Program End Date	# of CCC Snapshots
JANE SMITH	02-24-2011	Exit	0
JOHN SMITH	02-24-2011	Exit	0

Takes you to



To create the Entry Snapshot. Click on the New Snapshot button.



You must create the Entry Snapshot first. All columns with a * must have a value selected (can't be blank).

Type = Type of Snapshot
 Collection Date, By = Who collected the data and when
 Confidential Characteristics = 7 values on the left side.

Confidential Client Characteristic Snapshot New - Microsoft Internet Explorer provided by OHCS (v.6)

https://apps.state.or.us/opustest/program/hmis-coc/ccc_new.jsp

Confidential Client Characteristic Snapshot New

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Confidential Client Characteristic Snapshot New

Fields marked with * are required

Client: JANE SMITH
 Apc: SFC-SFC HPRP-PLK-SFC HPRP
 Type: ENTRY *
 Collection Date: 02-24-2011 (mm-dd-yyyy) *
 Collection by: BH *

Confidential Characteristics		Currently Receiving services or treatment for this condition?
Physical Disability?	NO *	
Developmental Disability?	DONT KNOW *	
Chronic Health Condition?	REFUSED *	
HIV/AIDS?	YES *	NO
Mental Health Problem?	NO *	
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		
Substance Abuse Problem?	BOTH ALCOHOL AND DRUG ABUSE *	YES
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		YES
		Last Occurrence
Domestic Violence?	REFUSED *	

Save

If you enter No, Don't Know, or Refused, you can move to the next cell on the left.

If you enter Yes (or similar), you must also fill out 1 or 2 cells on the right side also.

The first 4 items have one question, 'Currently Receiving Services....'

The next 2 have two questions, same one as above plus 'Expected to be...' question.

The last item has its own question.

When done, press the Save button, which takes you back to CCC View Page.

Confidential Client Characteristic Snapshot View - Microsoft Internet Explorer provided by DHCS (v.6)

https://apps.state.or.us/opustest/program/hmis-coc/ccc_view.jsp

Confidential Client Characteristic Snapshot View

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Confidential Client Characteristic Snapshot View

Program: **SFC-SFC HPRP-PLK-SFC HPRP**
Client: **JANE SMITH**

Snapshots

Type	Collection Date	Collection By
ENTRY	02-24-2011	BH

Timeout
19:50

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HOME | Logout

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Repeat for other snapshots as needed.

Confidential Client Characteristic Snapshot View - Microsoft Internet Explorer provided by DHCS (v.6)

https://apps.state.or.us/opustest/program/hmis-coc/ccc_view.jsp

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Confidential Client Characteristic Snapshot View

Program: SFC-SFC HPRP-PLK-SFC HPRP
Client: JANE SMITH

Type	Collection Date	Collection By
ENTRY	02-24-2011	BH
ANNUAL 1	02-24-2012	BH

Timeout 18:35

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To Edit a Snapshot, click on the link under Snapshot Type. This will take you to the edit page.

Confidential Client Characteristic Snapshot Edit - Microsoft Internet Explorer provided by OHCS (v.6)

https://apps.state.or.us/opustest/program/hmis-coc/ccc_edit.jsp?strCCC

Confidential Client Characteristic Snapshot Edit

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Confidential Client Characteristic Snapshot Edit

Fields marked with * are required

Client: **JANE SMITH**

Ap: **SFC-SFC HPRP-PLK-SFC HPRP**

Type: **ENTRY***

Collection Date: **02-24-2011** (mm-dd-yyyy)*

Collection by: **BH***

Confidential Characteristics		
		Currently Receiving services or treatment for this condition?
Physical Disability?	NO *	
Developmental Disability?	DONT KNOW *	
Chronic Health Condition?	REFUSED *	
HIV/AIDS?	YES *	NO
Mental Health Problem?	NO *	
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		
Substance Abuse Problem?	BOTH ALCOHOL AND DRUG ABUSE *	YES
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		
Domestic Violence?	REFUSED *	

Save

Timeout

Done

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100%

Where you can make changes then click the Save Button.

The Program Enrollment Summary page is a good place to see a count of the Snapshots by client.

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Program Enrollment Summary

Program Name: SFC-SFC HPRP-PLK-SFC HPRP
Enrollment Date: 02-24-2011

Client's Name = CCC Snapshot View
Enrolled Date = Program Enrollment Edit Screen
End Date = Program Exit Edit Screen

Client	Program Enrolled Date	Program End Date	# of CCC Snapshots
JANE SMITH	02-24-2011	Exit	2
JOHN SMITH	02-24-2011	Exit	0

Case Plans

Case Plan Num = Case Plan View Screen

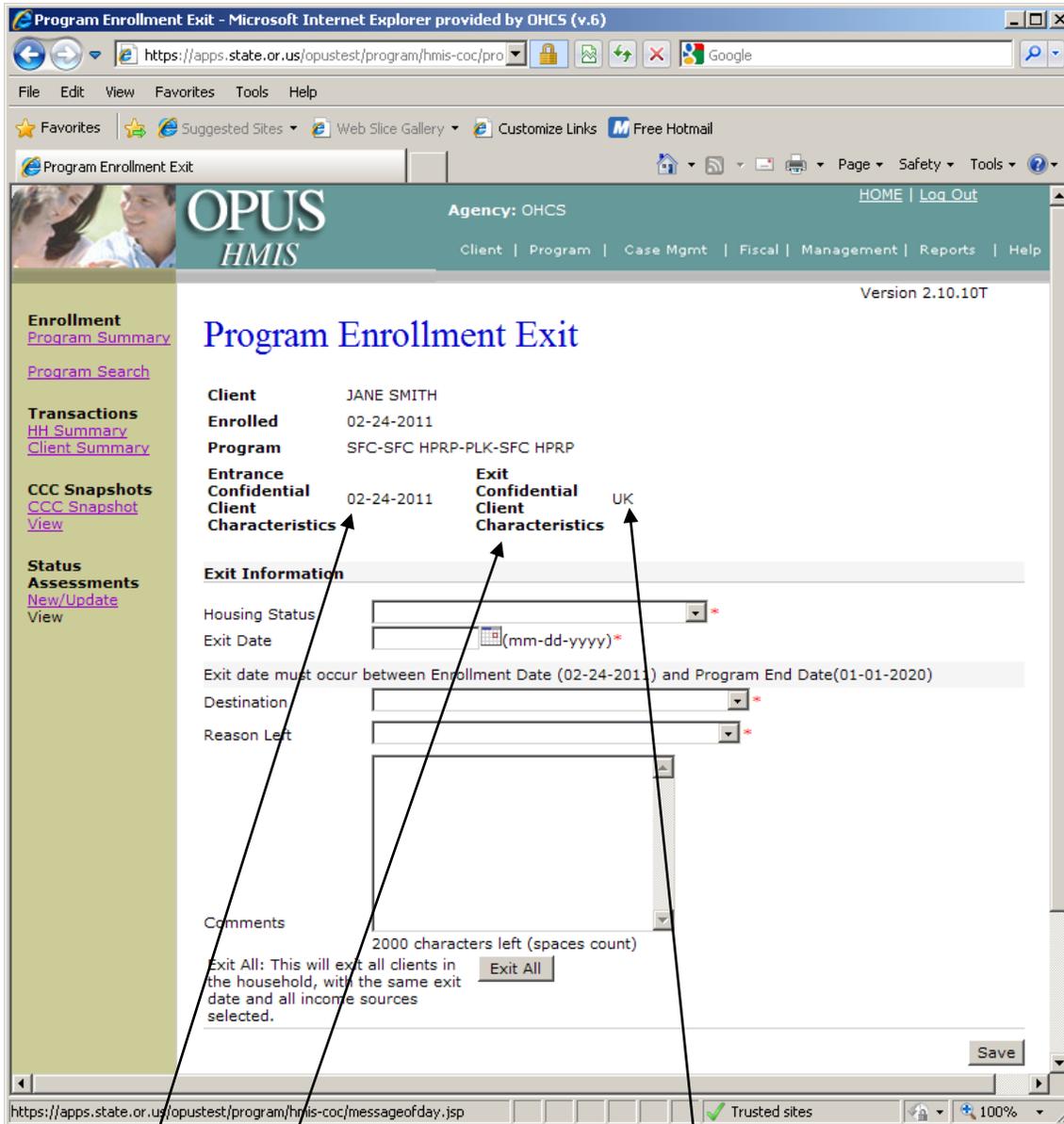
Case Plan Num	Status	Open Date	Close Date
New Case Plan			

Timeout 19:55

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The '# of CCC snapshots' column gives you a quick way to see the status for clients.

On exiting a program, you get another notification about CCC.



The Program Enrollment Exit page (and the Program Enrollment Exit Edit) has two fields which show Entrance and Exit CCC if they have been done.

If you are missing an Entrance or Exit, they will say Unknown (UK). If your program requires these, you will need to go back and create them first, then come back and complete your exit.

Confidential Client Characteristic Snapshot Edit - Microsoft Internet Explorer provided by DHCS (v.6)

https://apps.state.or.us/opustest/program/hmis-coc/ccc_

OPUS HMIS Agency: OHCS

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Confidential Client Characteristic Snapshot Edit

Fields marked with * are required

Client: **JANE SMITH**

Apc: **SFC-SFC HPRP-PLK-SFC HPRP**

Type: **ANNUAL 1** *

Collection Date: **02-24-2012** (mm-dd-yyyy)*

Collection by: **BH** *

Confidential Characteristics		Received services/treatment while in the program?
Physical Disability?	NO *	
Developmental Disability?	NO *	
Chronic Health Condition?	NO *	
HIV/AIDS?	YES *	NO
Mental Health Problem?	NO *	
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		
Substance Abuse Problem?	BOTH ALCOHOL AND DRUG ABUSE *	YES
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		YES
Domestic Violence?	NO *	

Delete CCC **Save**

Timeout 19:47

Go to the CCC Edit page to delete a CCC, by clicking on the Delete CCC button. Note: you can only delete annual and exit CCC.