



SERVICEPOINT CVRRP STATE FUNDING WORK FLOW

1. Client Search – use existing record if found, or Add New Client with This Information (Don't forget to add data elements, like US Veteran). Always start with the Head of Household
2. Add New Household (if more than one person in household)– include all household members, adjust Joined Household date as needed.
3. Add Release of Information – ensure data sharing too participating agencies. At least one ROI with your “agency” is needed. Start and End Dates must be accurate.
4. Add Entry – **Provider, Type and Project Start Date are essential to your reports.** Ensure ALL household members are checked, if needed.
**Please use the NEW “COVID 19 Rent Relief” provider created for you!*
**You will notice one new COVID Specific question detailing how the household has been impacted by COVID. Please ensure that is being answered!*

Entry/Exits			
Program	Type	Project Start Date	Exit Date
CAT - OHCS eBoard_COVID - HP	HUD	05/12/2020	
<input type="button" value="Add Entry / Exit"/>		Showing 1-1 of 1	

5. Service Transaction for Rent Assistance money spent with Fund Source – Create a service transaction, including.....“Add Fund Source”. Use the Fund Source, “OHCS – COVID 19 Rent Relief”

	Service Start Date	Service End Date	Provider of Service	Service Type	Cost of Service	Funding Sources
	06/01/2020	06/30/2020	CAT - OHCS eBoard_COVID - HP	Rent Payment Assistance	\$850.00	
	05/12/2020	05/31/2020	CAT - OHCS eBoard_COVID - HP	Rent Payment Assistance	\$850.00	

Funding Sources	
Source	Amount
Client Co-Pay	\$ 0.00
▶ OHCS eBoard - COVID (submit by 06/30/2021) <small>Submitted on 05/06/2020, Completed</small>	\$ 850.00
Total: \$850.00	

6. Interim Review/Annual Assessment – if needed, update information as it changes through time. (Ex. Housing Move-in Date, Health Insurance, Income, Address, etc.) **Did the baseline measurement change?*
7. Exit – **Exit Date and Destination are essential to your reports.** Ensure all household members are checked, if needed.
**This is your final measurement. Any additional change in information?*
8. Retention/Follow-up for households exiting into a Permanent Destination – Complete a follow-up 6-months from the exit date. Run the ART report to get your list of who is due. Use the Follow-up Icon on the Entry/Exit tab.

QUESTIONS??

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