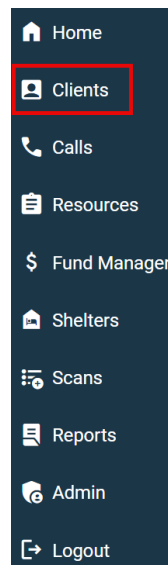


YEHP Entry/Exit Data Entry Workflow

****This is the *recommended* method for entry/exit data entry. Screenshots and entry/exit flow is what is used by OHCS staff. Others may train to complete steps in a slightly different way. If you have specific questions on data entry, please contact your HMIS Lead****

Before creating a new client in HMIS, you want to search to see if that person is currently in HMIS. Please remember that YEHP funded programs need to use the **Entry Type of RHY** (Runaway Homeless Youth).

1. After logging into HMIS, you want to go to the Client tab

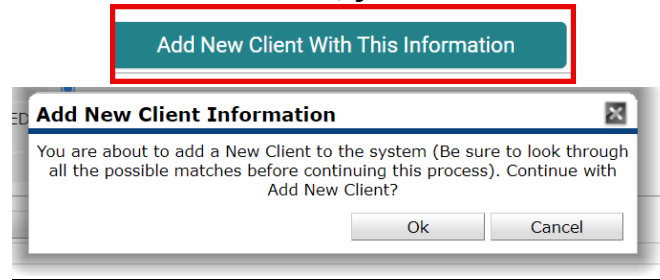


2. After clicking onto the Client tab, you will be taken to the Client Search page

A screenshot of the 'Client Search' form. At the top, there's a title 'Client Search' and a message: 'Please Search the System before adding a New Client.' The form contains several input fields: 'Name' (split into First, Middle, Last, and Suffix), 'Name Data Quality' (a dropdown menu), 'Alias' (a text field), 'Social Security Number' (a text field with dashes), 'Social Security Number Data Quality' (a dropdown menu), 'U.S. Military Veteran?' (a dropdown menu), 'Exact Match' (a checkbox), and three radio buttons for 'Search ACTIVE Clients' (selected), 'Search INACTIVE / DELETED Clients', and 'Search ALL Clients'. At the bottom of the form, there are 'Search' and 'Clear' buttons, and a link 'Add New Client With This Information'. Below the form, there's a section titled 'Client Number' with a message: 'Enter or scan a Client ID number to go directly to that Client's profile.' This section has a 'Client ID #' input field and a 'Submit' button.

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3. Once there, you will want to search for the client you are needing to enter. You need to search for the client prior to entering them. Try searching by name. If the client isn't found that way, search by their social security number. If you still can't find them, you will want to 'enter new client.'



You will get the above message asking if you are sure you want to enter this new client.

If you are entering a new client, you will click the 'Ok' button and it will take you to the Client Information tab and the Summary tab:

The image shows the "Client Information" summary tab for a client named "hat, amy". The client was added to the system on 06/28/2023 at 10:08 AM. The summary includes fields for Name, Date of Birth, Gender, Primary Race, Secondary Race, Social Security, and U.S. Military Veteran status. There are also sections for Households, Entry/Exit, Services, and Shelter Stays, each with a table and an "Add" button. The "Add Entry / Exit" button is highlighted.

4. If it is a single person household, you will want to click on the Entry/Exit tab. Once on the Entry/Exit tab, you will want to click on the 'Add Entry/Exit' button

The image shows the "Entry / Exit" tab for the client "hat, amy". It displays a table with columns for Program, Type, Project Start Date, and Exit Date. The table is currently empty, showing "No matches." There is an "Add Entry / Exit" button at the bottom left of the table.

At this point you will search for the program provider you want to enter the client into as well as the type (for YEHP dollars **always** select RHY):

The image shows the "Project Start Data - (385) hat, amy" form. It includes a section for "Household Members" stating "This Client is not a member of any Households." Below this is a search section for "Project Start Data - (385) hat, amy" with fields for "Provider*" (Oregon Multi-Continuum <OMC> (8409)), "Type*" (a dropdown menu), and "Project Start Date*" (06/28/2023). There are "Search", "My Provider", and "Clear" buttons.

Provider * AYA - Youth Host Home (8745) (8745) Search

Type * RHY

household Members Associated with th

Name	Head of Household	Exit Date	Interims	Follow Ups
(1) Test, Just A	RHY			

Then select your start date. This date will be the date that you enter the client into your program.

5. This will then take you to the Entry Assessment. You will then go through and answer all the questions on this assessment. Then click 'Save and Exit' and the bottom right.
6. To exit a client, you will go back to your program entry/exit and select the pencil for exit

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
Jackson Street Youth - Ben - RHY - Street Outreach (5114) [ROCC] (5114)	RHY	05/22/2024				

This will pull up basic a page for basic exit data:

Edit Exit Data - (385) hat, amy

Exit Date * 06 / 28 / 2023 10 : 40 : 42 AM

Reason for Leaving -Select-

If "Other", Specify

Destination * -Select-

If "Other", Specify

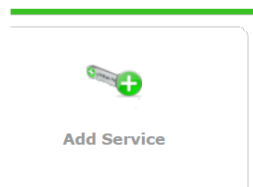
Notes

Once that page is completed, click 'Save & Continue'. This will take you to the same assessment you completed before, but you will need to review the data and make any updates. Once you have completed that, you will click 'Save & Continue'. Your client will now be exited from the program.

7. **Service Transactions.** These are used to track what you are providing for a household (single individual or multiple people).
 - a. Go to the Service Transactions tab

Client Information	Service Transactions
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- b. You will then want to click on the dash let that says 'Add Service'



- c. You will again select the program you are entering the client into (same program as the entry/exit program), select the start date (this date always defaults to the current date. If you are entering a service from a previous

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date make sure and change the date) and then select the service type. Finally, select 'Save & Continue'

The screenshot shows a form with the following fields and values:

- Service Provider ***: Jackson Street Youth - Ben - RHY - Street Outreach (5114) [ROCC] (5114). Buttons: Search, My Provider, Clear.
- Creating User**: Amy Hatfield
- Start Date ***: 06/28/2023. Time: 10:33:45 AM.
- End Date**: Empty.
- Service Type ***: Street Outreach Programs (PH-8000). Button: Look Up.
- Provider Specific Service**: -Select-

Buttons at the bottom: Save & Continue, Cancel.

- d. Once you have completed the previous step, it will open up more options such as Apply Funds for Service if it is a service that you are providing financial assistance for. You can also fill out the Follow Up Information section as well. Once this page is completed, select 'Save & Exit.'

Outcomes/West Coast Convening Questions

(These will be used at exit from your program)

1. At exit you should have this as an exit assessment:

The screenshot shows the 'Exit Assessment' section with two items:

- ROCC_HHS RHY Entry for TH and HP (2024)
- YEHP Outcome Questions_Exit (WCC Framework)

2. You may have other exit assessments to complete, but make sure you complete this one as well.
3. Screen shots of the WCC questions

Screen shot #1:

The screenshot shows the 'YEHP Outcome Questions_Exit (WCC Framework)' form with the following sections:

- Housing Outcomes:**
 - At the time of program Exit, did this youth:
 - Obtain Stable Housing? No (G)
 - Obtain Safe Housing? Yes (G)
- Education Outcomes:**
 - In the previous reporting period, did this youth:
 - (While not enrolled in school at intake) Complete an academic pre-enrollment portfolio? -Select- (G)
 - Reconnect to academic institution/education program? Yes (G)
 - Advance Academically? Yes (G)

Screen shot #2:

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Employment Outcomes:

In the previous reporting period, did this youth:

Demonstrate the ability to obtain employment through development of an employment portfolio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G
Demonstrate job search and interview skills necessary to obtain employment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G
Employed at living wage?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> G
Maintained employment?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> G

Well Being Outcomes:

In the previous reporting period, did this youth:

Manage their physical health needs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G
Manage their behavioral health needs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G

screen shot #3:

Socially connected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G
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Host Homes Only (Short and Long Term)

Obtained formal/informal mentoring?	-Select- <input type="checkbox"/> G
Received increased access to nutrition?	-Select- <input type="checkbox"/> G

Host Homes Only (Long Term Only)

Managing physical health?	-Select- <input type="checkbox"/> G
Managing behavioral health?	-Select- <input type="checkbox"/> G

They are all Yes/No questions and if you hold your mouse over the grayed-out section you will get a brief description of the question. You will then choose **Save & Exit** and you will have completed the WCC questions.



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