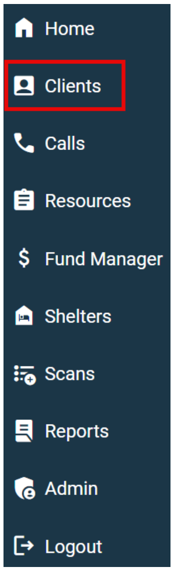
YEHP Entry/Exit Data Entry Workflow

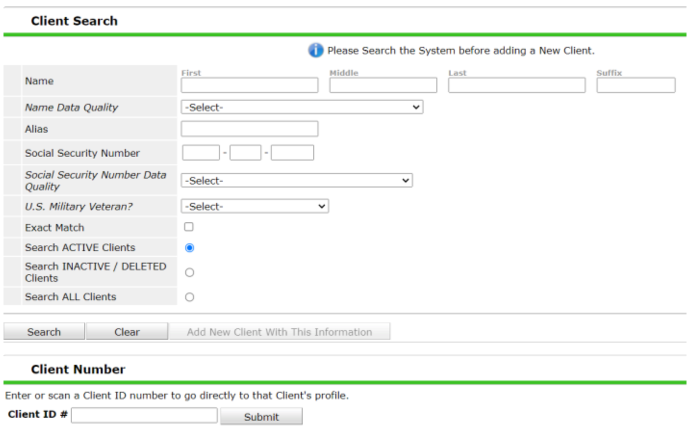
This is the **recommended** method for entry/exit data entry. Screenshots and entry/exit flow is what is used by OHCS staff. Others may train to complete steps in a slightly different way. If you have specific questions on data entry, please contact your HMIS Lead

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)**.**

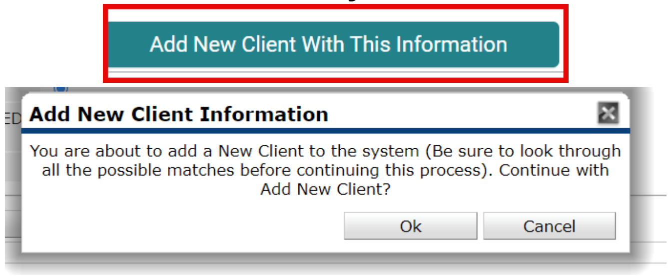
1. **After logging into HMIS, you want to go to the Client tab**



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

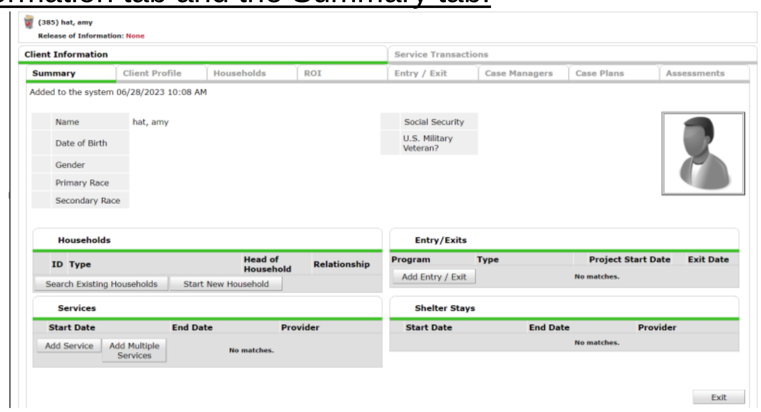


3. **Once there, you will want to search for the client you are needing to enter. You need to search for the client prior to entering them. Try searching by name. If the client isn't found that way, search by their social security number. If you still can't find them, you will want to 'enter new client.'**

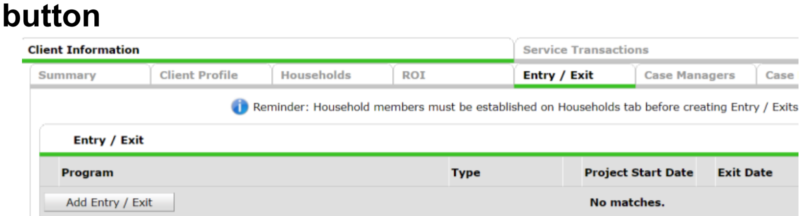


You will get the above message asking if you are sure you want to enter this new client.

<u>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:</u>

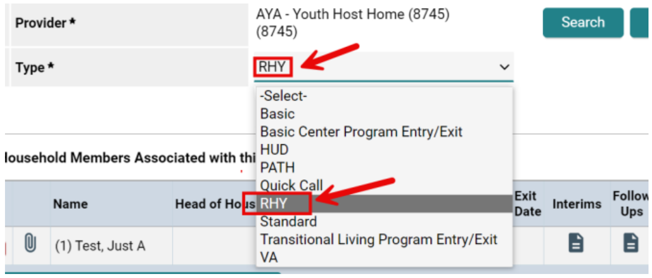


4. **If it is a single person household, you will want to click on the Entry/Exit tab. Once on the Entry/Exit tab, you will want to click on the 'Add Entry/Exit' button**



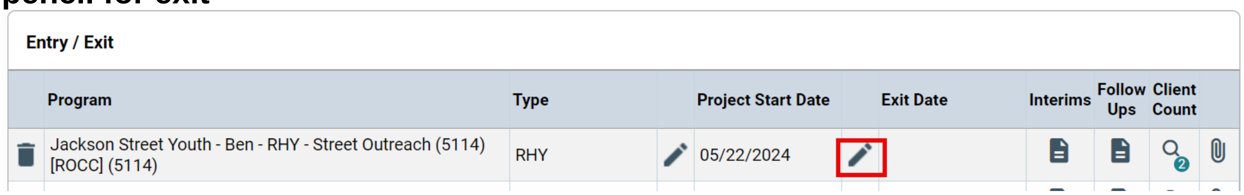
At this point you will search for the program provider you want to enter the client into as well as the type (for YEHP dollars **always** select **RHY**):

Email the OHCS HMIS team with questions at OHCS.HMISHelp@hcs.oregon.gov
(revised May 2024)



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**

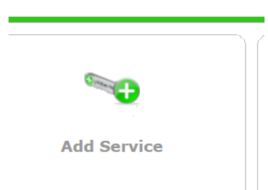


This will pull up basic a page for basic exit data:

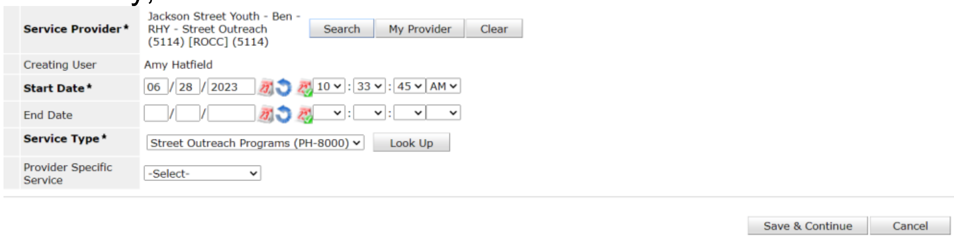
Once that page is completed, click 'Save & Continue'. This will take you to the same assessment you completed before, but you will need to review the data and make any updates. Once you have completed that, you will click 'Save & Continue'. Your client will now be exited from the program.

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**

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



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

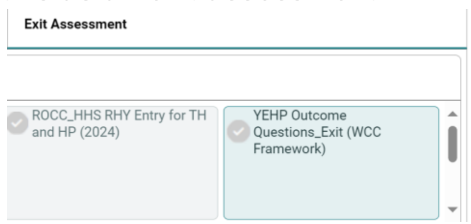
Save & Continue | Cancel

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 fil 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:



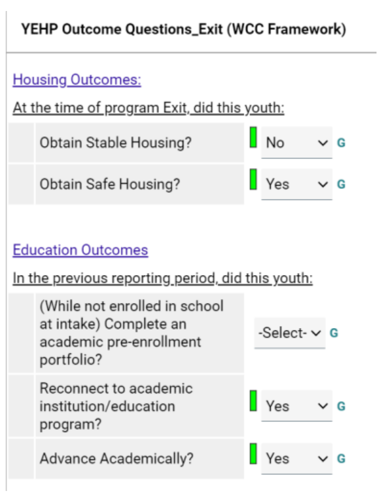
Exit Assessment

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:



YEHP Outcome Questions_Exit (WCC Framework)

Housing Outcomes:

At the time of program Exit, did this youth:

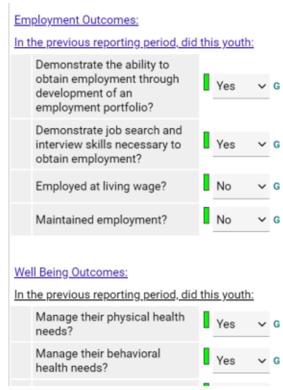
Obtain Stable Housing?	No
Obtain Safe Housing?	Yes

Education Outcomes

In the previous reporting period, did this youth:

(While not enrolled in school at intake) Complete an academic pre-enrollment portfolio?	-Select-
Reconnect to academic institution/education program?	Yes
Advance Academically?	Yes

Screen shot #2:

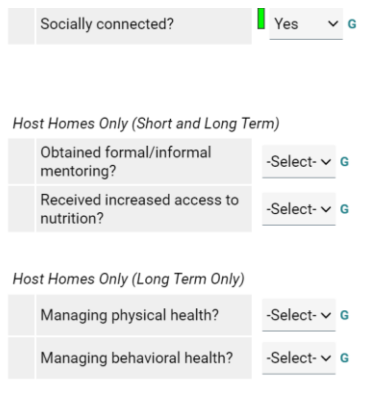

Employment Outcomes:
In the previous reporting period, did this youth:

Demonstrate the ability to obtain employment through development of an employment portfolio?	Yes
Demonstrate job search and interview skills necessary to obtain employment?	Yes
Employed at living wage?	No
Maintained employment?	No

Well Being Outcomes:
In the previous reporting period, did this youth:

Manage their physical health needs?	Yes
Manage their behavioral health needs?	Yes

screen shot #3:



Socially connected?	Yes

Host Homes Only (Short and Long Term)

Obtained formal/informal mentoring?	-Select-
Received increased access to nutrition?	-Select-

Host Homes Only (Long Term Only)

Managing physical health?	-Select-
Managing behavioral health?	-Select-

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.