

El Paso HMIS
Steering Committee Meeting
“The More You Know”



July 2022
epchomeless.org

What Will Be Covered?

- Clarity Feature Update-July 2022
- Street Outreach-Current Living Situation
- Case Notes-Where can I save them?
- Conclusion/Questions



Clarity Update-July 2022

- New Update will go live on July 26th 2022.
- Update will feature Attendance Service Connection, Password Expiration Timeframe for New User Accounts and “Currently Enrolled” Label for Future Dates.

**NEW UPDATE!
COMING
SOON!**

Clarity Human Services: July 2022 Feature Updates

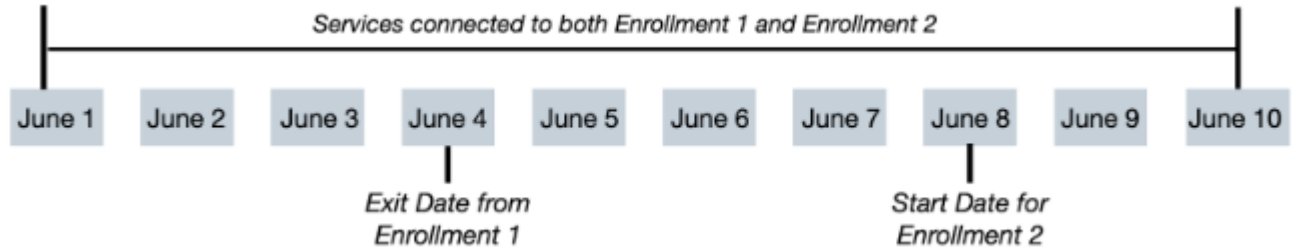
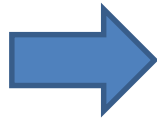
Release Schedule:

- **All Training Sites:** Tuesday, July 12, 2022
- **All Production Sites:** Tuesday, July 26, 2022

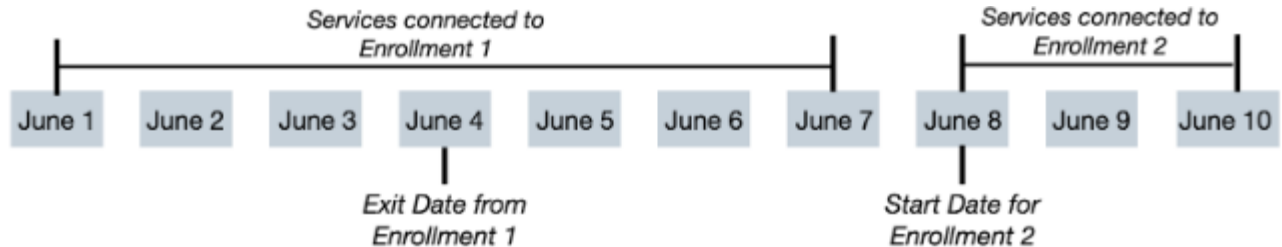
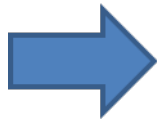
Attendance Service Connection

Before this update, if a client was exited from a program with attendance services that extended past the exit date, and then a new enrollment was created in that same program that started before those services ended, the system would connect the services to both enrollments. With this update, the system will end the services associated with the first enrollment the day before the new services related to the second enrollment start.

Before

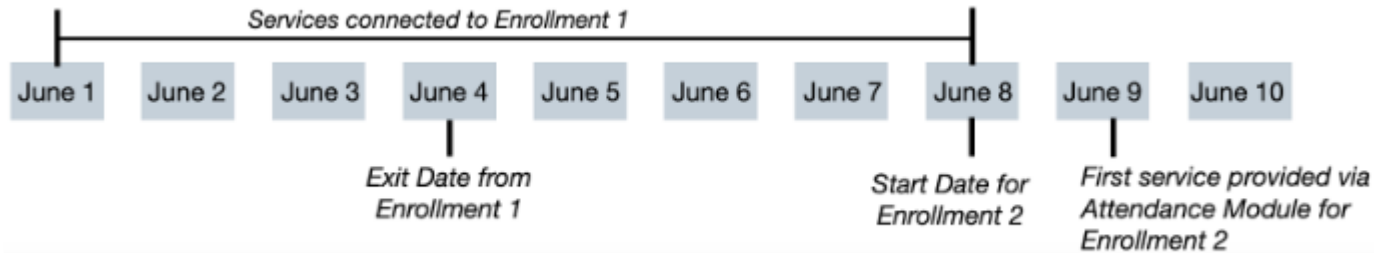


Update



Attendance Service Connection

- In the case where attendance services for the new enrollment are applied via the [Attendance Module](#), the system ends and removes any services from the original enrollment that conflict with the service dates of the new enrollment.



When the services end, the assigned staff person for the original enrollment and the person who created the services that were ended will receive the following notification: “The services for this enrollment [insert hyperlink to enrollment] have been ended for [date] because new services have been created for a new enrollment.”

Password Expiration Timeframe

- ❑ For instances that have a length of time selected for Disable Inactive Users, new user accounts for which the user has not yet logged in will now be deactivated based on the length of time since they were created.
- ✓ The El Paso HMIS is set to have Inactive users (Existing) disabled after 60 days. This will now pertain to new account as well.
- ✓ Please make sure, if you are a new user or have new users trained, that they log into HMIS as soon as possible once credentials have been sent.
- ✓ If you are a user who has asked for a password reset, please log back into HMIS as soon as possible before the system inactivates your account.

Currently Enrolled Label

The “Currently Enrolled” label in the Include group members section of a new enrollment will not be displayed for a household member whose enrollment in that program starts on a future date.

Enroll Program for client John Wayne

Project Start Date

07/11/2022



Include group members:

- Melinda Wayne
- Stephanie Wayne
- John Wayne (**Currently Enrolled**)
- Barbara Wayne
- John Wayne Jr
- John Travolta

Enroll Program for client John Wayne

Project Start Date

07/31/2022

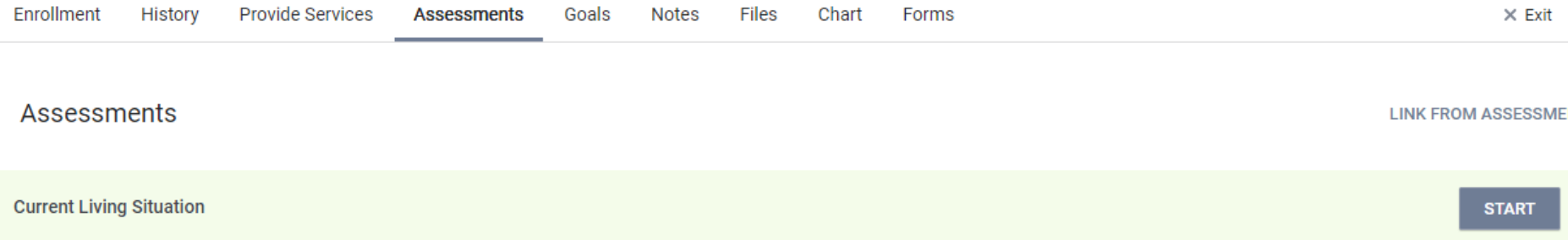


Include group members:

- Melinda Wayne
- Stephanie Wayne
- John Wayne
- Barbara Wayne
- John Wayne Jr
- John Travolta

Current Living Situation

Current Living Situation assessments are required for Street Outreach Programs.



Once a client is enrolled in a Street Outreach program, the next screen will be the assessment screen with “Current Living Situation” as an assessment to complete.

Current Living Situation

- Click on Start button for Current Living Situation

Assessments

[LINK FROM ASSESSMENTS](#)

Current Living Situation

START

- A box will pop up asking for what client do you want to add Current Living Situation assessment

ADD PROGRAM ASSESSMENT



John Wayne

Husband

ADD CURRENT LIVING SITUATION

Current Living Situation

- Add date of contact, current living situation (Place not meant for habitation) and location details where the client can be found.

Enrollment History Provide Services **Assessments** Goals Notes Files Chart Forms × Exit

Add Current living situation for client John Wayne

Date of Contact

07/11/2022



Current Living Situation

Place not meant for habitation (e.g., a vehicle, an abandoned building, bu

Location Details

Client can be found on Dyer and Hondo Pass

SAVE & CLOSE

CANCEL

Save and Close and your done!

Case Notes


Case notes can be put in various places. The two places are either under the NOTES tab of a client profile, or under a Case Management service.

- The best place to put notes for a client is under the NOTES tab of a client profile.

John Wayne

[PROFILE](#) [HISTORY](#) [SERVICES](#) [PROGRAMS](#) [ASSESSMENTS](#) [NOTES](#) [FILES](#) [CONTACT](#) [LOCATION](#) [REFERRALS](#)

CLIENT NOTES

ADD NOTE 

How to Add Notes

- Go to client profile and select the NOTES tab.

John Wayne

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS **NOTES** FILES CONTACT LOCATION REFERRALS

- Look for the ADD NOTE(+) button on the top right corner

CLIENT NOTES

ADD NOTE (+)

- Add Title for note and correct date. You can also track time as well.

Title

Category

Select

Agency

The Salvation Army

Date

07/11/2022



Time Tracking



Select

Select

How to Add Notes (cont.)

- Add notes on client for your program.

Note

B *I*  

Client currently looking for employment. CM will be working with client to get housed|

- If you want the note to be private for you and your agency only, click on the “Private” switch. Then click ADD RECORD.

Private



ADD RECORD

CANCEL

Conclusion

- The Clarity Feature Update will be live later this month! We will have more details once they present the update.
- Current Living Situation assessments should be done at every contact of a client who is on the street.
- Notes should be used by ALL programs. Notating a clients profile shows us and your team what is going on with the client in your program.

Any Questions?

EPCH HMIS “Eyes on the Fries!”

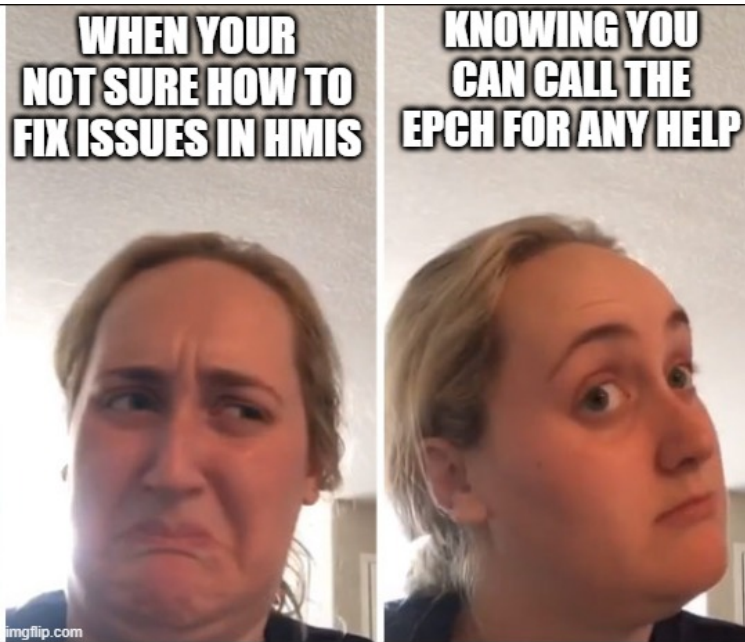
HMIS Zoom Lunch Meeting!

- **Open to anyone who needs help or has questions with HMIS!**
- **Zoom meeting will be from 11:30am-1:30pm**
- **Next meeting is on Friday 8/12/22!**
- **Bring your questions, concerns and lunch!**
- **Hosted by Denver Herald (HMIS Tech)**

Hope To See You There!



Thank you!



EPCH Contact Information:

-Gary Gray-HMIS Senior Administrator

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-Denver Herald- HMIS Support Technician

dherald.epch@elp.twcbc.com

-EPCH Phone Number (Office Hours: M-F 8am-5pm)

(915) 843-2170

WE ARE HERE TO HELP!