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# HMIS Support Manual - Entering Clients for RRH For Youth in HMIS

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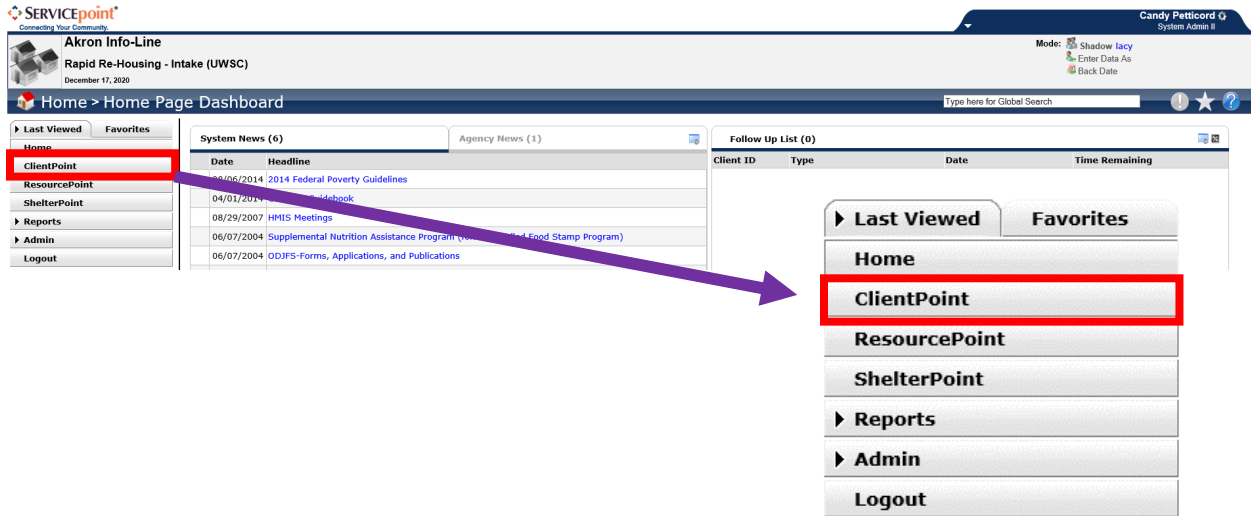
**Summit County, Ohio  
Homeless Management Information System**



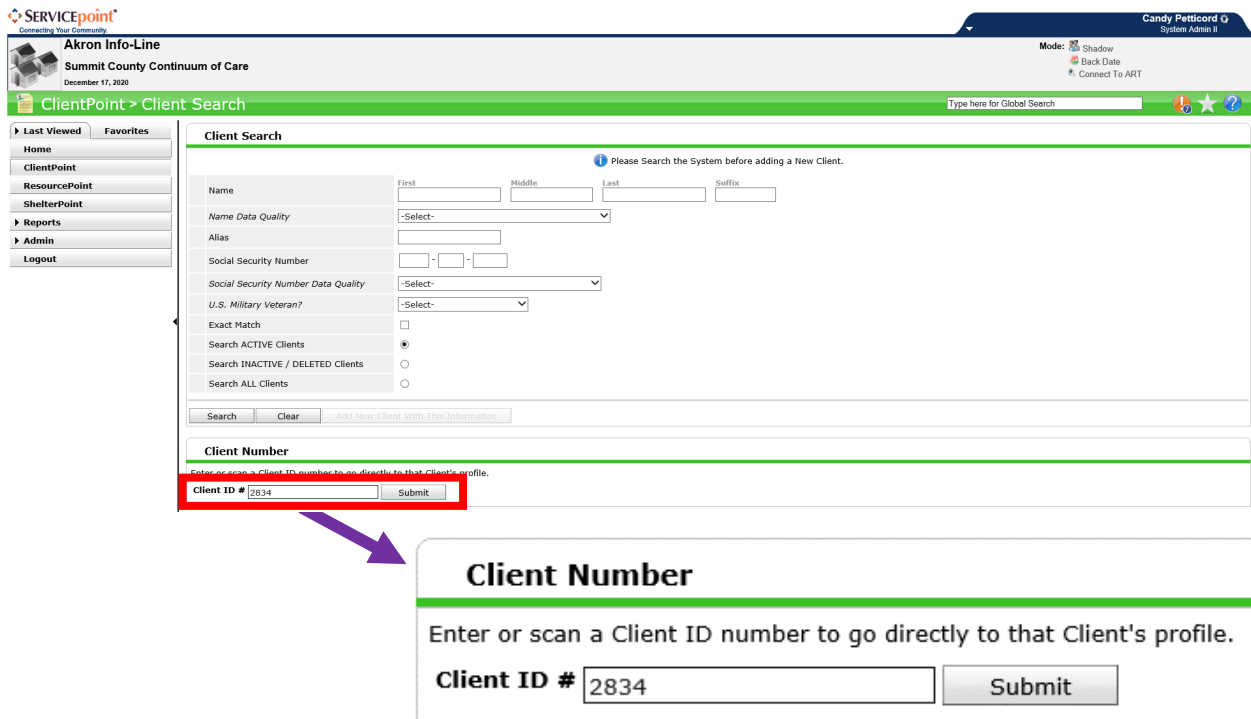


# ENTERING CLIENTS INTO SHELTER CARE - RRH FOR YOUTH IN HMIS

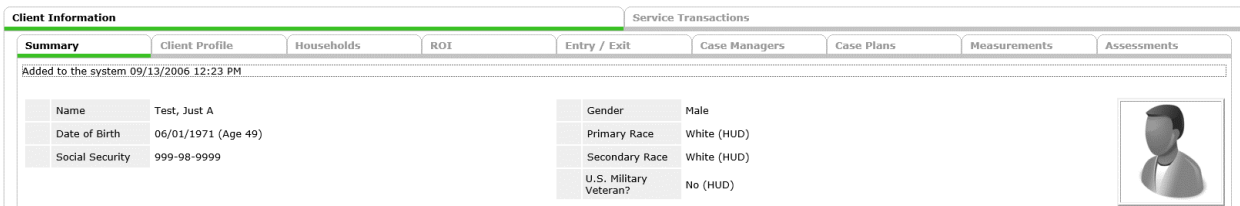
3. Click on the **ClientPoint** tab:



4. Search for the Client by entering their **Client ID #** and clicking **[Submit]**:



5. This will open the Client's Profile:





# ENTERING CLIENTS INTO SHELTER CARE - RRH FOR YOUTH IN HMIS

5. Fill in the information in the Release of Information pop-up box
  - a. Please note that “**justy test**” is not checked because he left the household on 9/10/2020
6. When finished, click [Save Release of Information]:

### Release of Information

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#### Release of Information - (2834) Test, Just A

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#### Household Members

**i** To include Household members for this Release of Information, click the box beside each name. Only members from the SAME Household may be selected.

(100179) Two Parent Family

- (2834) Test, Just A
- (132618) Test, Baby
- (150098) Test, Wifey A
- (179144) test, justy (Left Household: 09/10/2020) 5a.

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#### Release of Information Data

Provider *	Rapid Rehousing For Youth (Shelter Care) (203) <span style="float: right;">▼</span>
Release Granted *	Yes <span style="float: right;">▼</span>
Start Date *	01 / 05 / 2021 <span style="float: right;">🗓️ ↺ 🗓️</span>
End Date *	01 / 05 / 2022 <span style="float: right;">🗓️ ↺ 🗓️</span>
Documentation	Signed Statement from Client <span style="float: right;">▼</span>
Witness	Gregory Franklin

6.
Save Release of Information
Cancel

7. Our Client now has an ROI:

Client - (2834) Test, Just A Mass Visibility Update 🔄

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(2834) Test, Just A  
Release of Information: Ends 01/05/2022 -Switch to Another Household Member- ▼ Submit

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**Client Information** Service Transactions

Summary | Client Profile | Households | **ROI** | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

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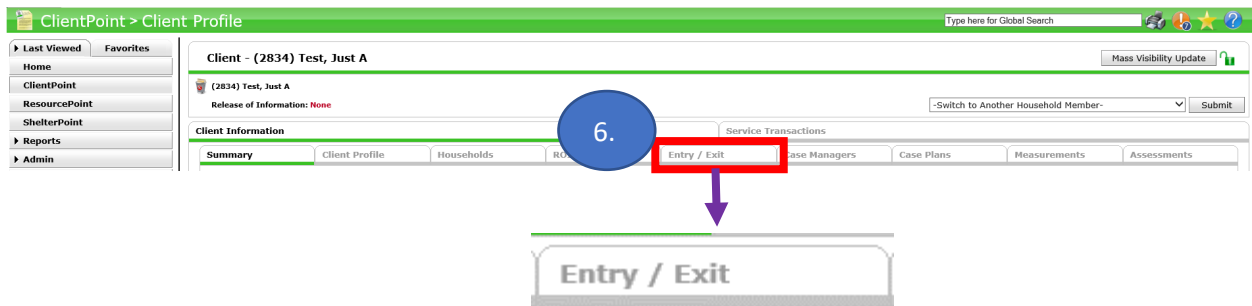
Release of Information			
Provider	Permission	Start Date	End Date
Rapid Rehousing For Youth (Shelter Care)	Yes	01/05/2021	01/05/2022

Showing 1-1 of 1

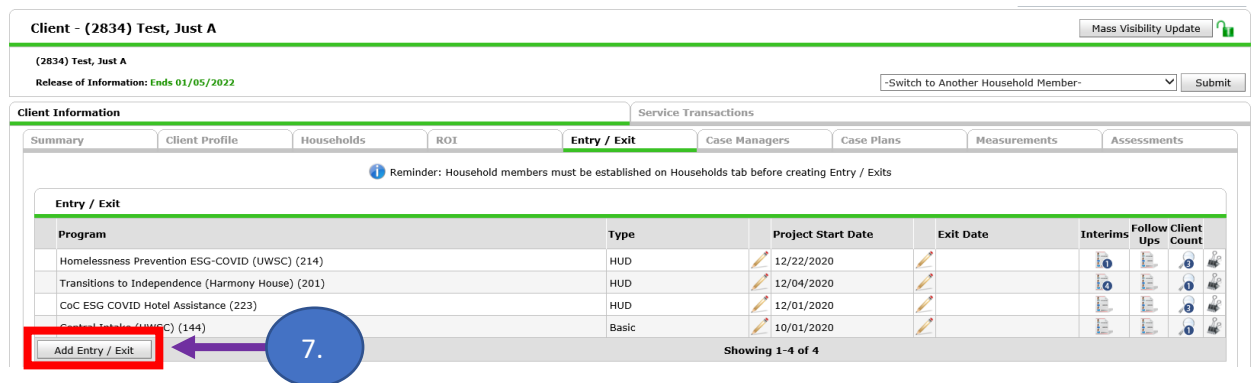
# ENTERING CLIENTS INTO SHELTER CARE - RRH FOR YOUTH IN HMIS

## ENTERING CLIENT INFORMATION:

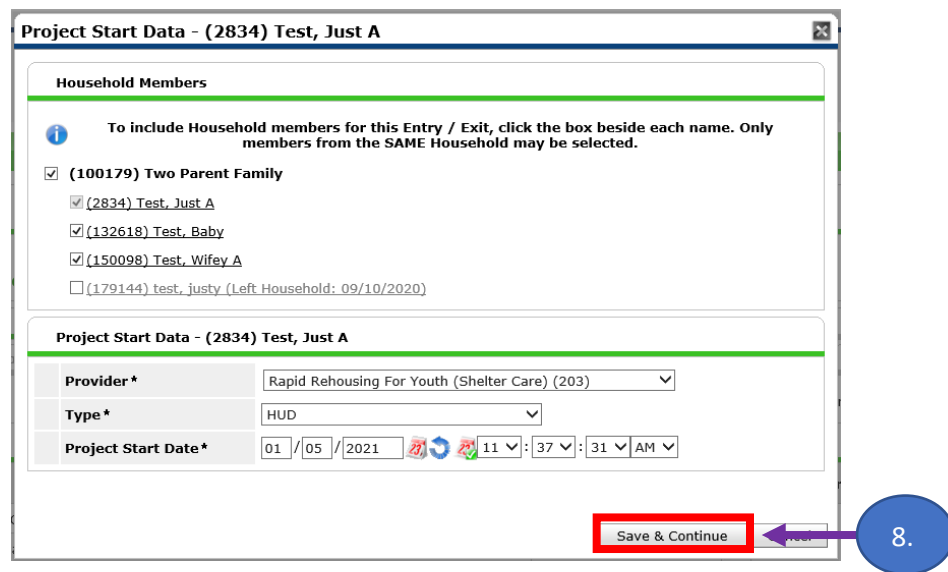
6. Click on the |Entry/Exit| tab:



7. Click on [Add Entry/Exit]:



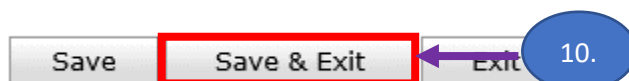
8. An Project Start Data popup window will appear – Fill in the requested data and click [Save & Continue]:



# ENTERING CLIENTS INTO SHELTER CARE - RRH FOR YOUTH IN HMIS

9. Here you can confirm and/or correct **Client information, income, non-cash benefits, health insurance, and disabilities information**:
  - a. Please note that due to size limitations, the image below does not show the complete webpage. Simply scroll down on the actual HMIS webpage to complete the Client information:

10. Please scroll to the bottom of this popup window and click **[Save & Exit]** when finished:



# ENTERING CLIENTS INTO SHELTER CARE - RRH FOR YOUTH IN HMIS

I hope you found this manual helpful. ☺ Please feel free to reach out to me with any questions:

**Candy Petticord,**

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