HMIS Support Manual - Using HMIS for PATH Reporting

HMIS & PATH

Each individual that you work with in a meaningful way whether they are eligible for PATH or not, should be entered into ServicePoint. It is important *not* to use the 'unknown' in the drop down boxes for accurate data. Below are instructions on how to enter data into HMIS so that your agency's data will be reflected correctly in the PATH Report. There are two sections depending on whether you enter data for a person who is not enrolled in PATH and the second section is for clients who you enroll in the program.

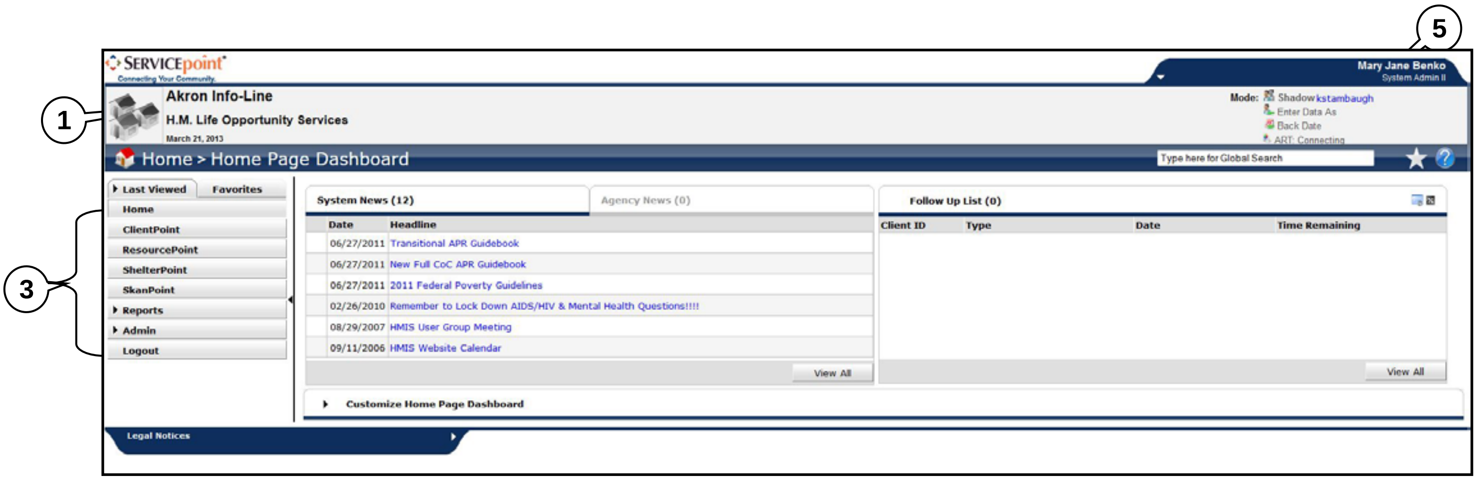
Login to ServicePoint

Establish your internet connection. Type the following web address to access the Login website.

https://hmissummit.servicept.com

Note: All transactions you complete while logged in the system are being recorded within your user profile. It is important you do not share your Logon ID or password with anyone else in your office, you will be held responsible for all transactions completed under your own ID. Your agency HMIS Administrator will be able to run a report to see all transactions completed by each user profile.

After completing the login, the screen on the next page will display.



The top left hand side of this screen **(1)** indicates the name of your ServicePoint installation, the current date and the name of your provider.

Below this is a colored heading that indicates the module you are viewing. In this case, the Home>Main Dashboard **(2).**

Below this are a series of tabs in a navigation box **(3).** Which tabs appear on your screen depends on the settings established by the administrator who set up your account. Each of these tabs is a link to one of the various modules of *ServicePoint*. Arrows next to a tab, such as in Reports and Admin, indicate that the tab expands to show additional subsections.

To the right of the navigation box is the **ServicePoint News** box**,** the **Agency News** box**,** and the **Follow Up List** box **(4).**

System Administrators can post news for agencies in the Agency News box. The Follow Up List box includes a list of clients who have projected follow-up dates noted in their file.

Logging onto your Provider Program

Before entering a client or searching for a client in ServicePoint, you will want to log onto the correct program. To change your provider, click **"Enter Data As"** in the upper right corner of your screen **(5**). The **Provider Search Results** screen will display. Click the green plus sign next to the program name you would like to enter data as.

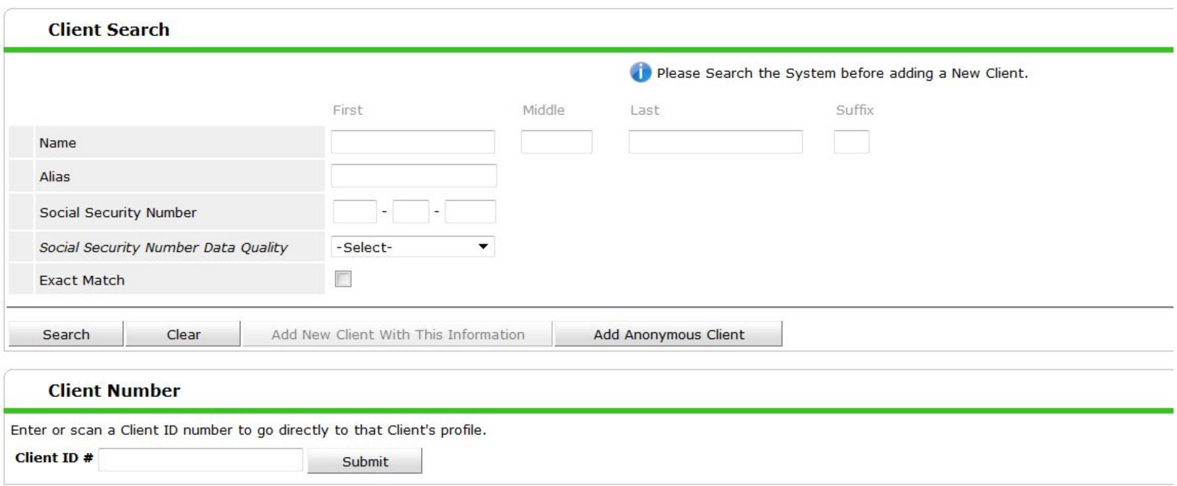
Provider Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

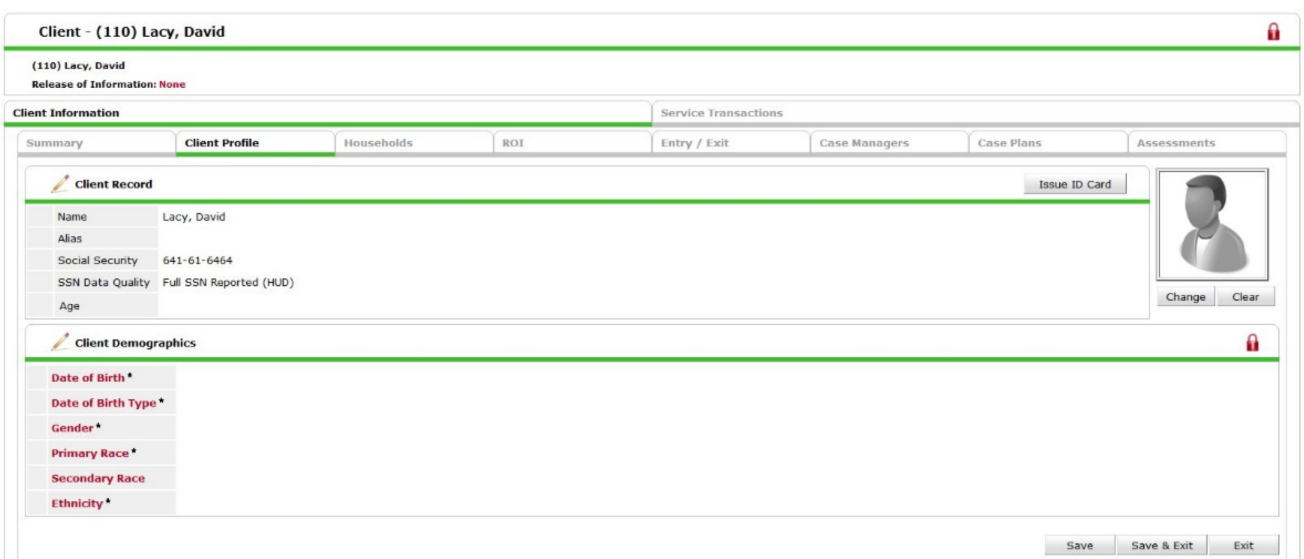
Provider	Level	Phone	Location	Last Updated
D Grant Vouchers (CSS) (99)	Level 3	330-253-9388	Unknown	03/29/2012
HGrant Vouchers (CSS) (25)	Level 3	Unknown	Unknown	05/11/2012
Homeless Outreach Program (CSS) (26)	Level 3	330-253-9388	Unknown	08/10/2012
Housing Assistance Program-HAP (CSS) (100)	Level 3	330-253-9388	Unknown	01/19/2012
JGrant Vouchers (CSS) (68)	Level 3	330-253-9388	Akron, OH 44311	04/04/2012
NCCH - South Street Site (81)	Level 3	Unknown	Akron, OH 44311	04/04/2012
North Coast Community Homes - Waterloo Site (24)	Level 3	Unknown	Unknown	04/04/2012
Safe Haven - (CSS) (22)	Level 3	330-253-9388	Unknown	01/07/2013
SGrant Vouchers (CSS) (21)	Level 3	330-253-9388	Unknown	05/11/2012
TRP (CSS) (70)	Level 3	330-253-9388	Akron, OH 44311	01/19/2012

Entering Client Into ServicePoint

1. Make sure you have changed to your PATH provider by clicking on “**Enter Data As**” in the ServicePoint header.
2. Backdate to the date you or your agency collected the information about the client. To back date click on “**Back Date**” in the ServicePoint header and change the date. The header will change to a bright yellow to indicate you are in back date mode. You only need to be in back date mode when you enter profile information that you collected on previous dates.
3. Click on **ClientPoint** in the left sidebar.
4. The search screen will automatically load.



5. Search for the client by entering their name, SS# and SS# Data Quality. If there are no possible matches , click on the **Add New Client With This Information** button to add the client.
6. The **PATH** assessment will display



7. Complete the assessment. If you don't have the information at this time, you can always update it at a future time. PLEASE AVOID UNKNOWN as the answer in the drop downs as much as possible

8. To be included in the Path Report the Path Assessment must include:
   a. How the client was contacted must be answered as "**Outreach**".
   b. Is the client homeless must be answered "**Yes**".

c. The housing status must be either "**literally homeless**" or **Imminently Losing their Housing**".
d. A principal mental illness must be documented.