Overview: This instruction sheet identifies the paper forms needed for the OneHome data entry into HMIS. It is easier to do this all in HMIS, but this guide will assist partner agencies with assessors who complete the process on paper.

Best Practice: Check in HMIS to see if the household has a profile and if they have already completed a VI-SPDAT. Until early May, when the OneHome phase two of migration is complete, assessment data will not be in HMIS, so please check in Salesforce. If you do not have access to HMIS or Salesforce, ask your OneHome agency liaison to look in HMIS for you.

- If household does NOT have a client profile in HMIS, it is best to complete the HMIS ROI, initial screener, then depending on the outcome of the initial screener continue onto the intake and VI-SPDAT.
- If a household DOES have an HMIS profile, please check if there needs to be an updated ROI.

Forms – In Order of Use

1) HMIS Client Release of Information
2) OneHome Initial Screener (if outcome of screener indicates continue, move on to steps 3-5)
    a. When completing the OneHome assessment process on paper, it makes sense to complete the ROI then move directly onto the Initial Screener. If the Initial Screener indicates continue onto the OneHome Assessment, then complete the intake and VI-SPDAT.
3) HMIS Intake Form
4) VI-SPDAT
    a. Eligibility and housing preferences if score 4+
5) HMIS Client Contact (Location) Form

Instructions for Entering Paper Forms into HMIS:

1) HMIS Client Release of Information
    a. Provide the ROI to the client and walk them through it. If they request it, you should read it to them.
    b. Advise them where to find a list of agencies that have access to HMIS.

       https://cohmis.zendesk.com/hc/en-us/articles/360018964172-MDHI

    c. Let them know that only users associated with OneHome will have access to their assessment information for the expressed purpose of working to match them to housing.
    d. Client must sign the ROI and you must sign and date the form.
    e. ROI must be uploaded into HMIS when client profile is created.

2) HMIS Intake Form – To Create Client Profile
    a. In order to create a Client Profile, you will need to collect all information on the 1st and The first part the 2nd page of the intake form up to the first veteran status Question.
    b. Remainder of Vet questions are ONLY required for veteran providers
    c. You can wait to walk through the rest of the intake questions until later in the process

3) OneHome Initial Screener – To determine if client should go through Coordinated Entry. If yes, continue with the next steps.

4) HMIS Intake Form – rest of questions
    a. Starts with Relationship to Head of Household (All Client Households)
    b.
    c. Living Situation = Current Homeless Episode
    d. Length of Stay in Prior Living Situation = last time person was not homeless
    e. Disabling Condition – can only be marked Yes if it is long term or indefinite duration and substantially impairs ability to live independently
    f. Contact Information: IF you collect this information on the intake, don't forget to add that in the Client Location Tab

5) VI-SPDAT
    a. Check system to see if VI-SPDAT already exists! (check Salesforce too)
    b. If you see client only has an old Individual V1 – do a new Individual V2
    c. If you see a VI-SPDAT with a score of 4 or higher, check if household has completed the housing preferences and eligibility questions completed, if not, complete housing preferences and eligibility questions

6) HMIS Client Contact Form
    a. Collect as much contact info as possible
    b. Each contact person is a separate "Address"
    c. Note: Add details of who this contact person is (Case Manager, family, friend, etc)
    d. More detailed instructions in form