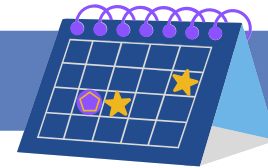


## UPCOMING



### DATA QUALITY REPORTS & DAYS ENROLLED IN PROGRAM

Attention Agency HMIS Administrators: The HMIS Support Team will begin periodic distribution of data quality reports in addition to a report listing individuals enrolled for more than forty-five (45) days in an active project.

## WORKSHOPS

### DOCUMENTS

Maintaining your agency files:

1. Project setup forms
2. Agency user request forms
3. HMIS administrator letters

### REPORTING

Frequently used Reports in HMIS:  
How to Access and Run Them



Microsoft Teams appointment times will follow



## Tip of the Day

### How to find who created the client assessment

1  
Search for client  
and go to profile.

SEARCH FOR A CLIENT ADD CLIENT +

SEARCH

Use full name, partial name, date of birth or any combination.

Client Test

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

CLIENT PROFILE

Social Security Number XXX - XX - 3333

Quality of SSN Full SSN Reported

Last Name Test

First Name Client

Quality of Name Full name reported

Quality of DOB Full DOB Reported

Date of Birth 11/11/1990 Adult Age: 31

UNIQUE IDENTIFIER

2  
Select "Assessments"  
tab from profile menu.

3  
Find out details under the  
Assessments History.

ASSESSMENTS

No results found

ASSESSMENT HISTORY

Assessment Name	Completed	Details
INDIVIDUAL VI-SPDAT V3 CES Coordinated Entry System (CES)	04/26/2022	VI-SPDAT-V3 : 2  ELIGIBILITY

From Assessment History, hover your mouse over the circular "i" icon to reveal the assessor.