



HMIS

CCSS-CRF: CARES Housing Assistance Program (CHAP)



HMIS Program User Guide

Updated: 7/2/20

CCSS-COVID Relief Funds: CARES Housing Assistance Program

NOTE: All services are provided within the Agency: CCSS-CRF

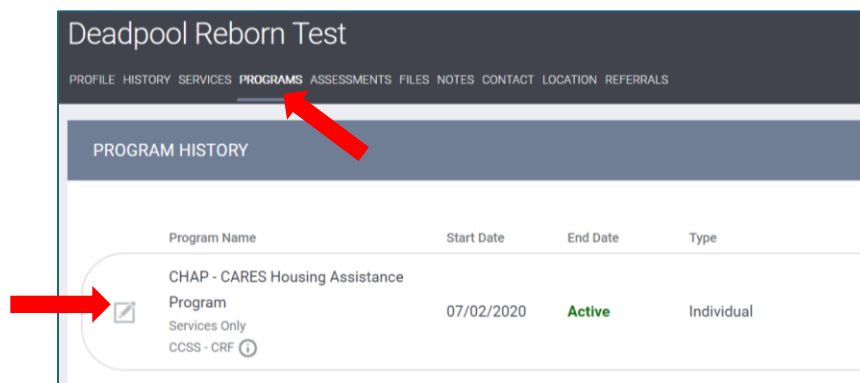
Enrolling a Client

Be sure you are logged in under the agency CCSS-CRF. If you search for the client and do not see them already in HMIS, you will need to create a new client profile.

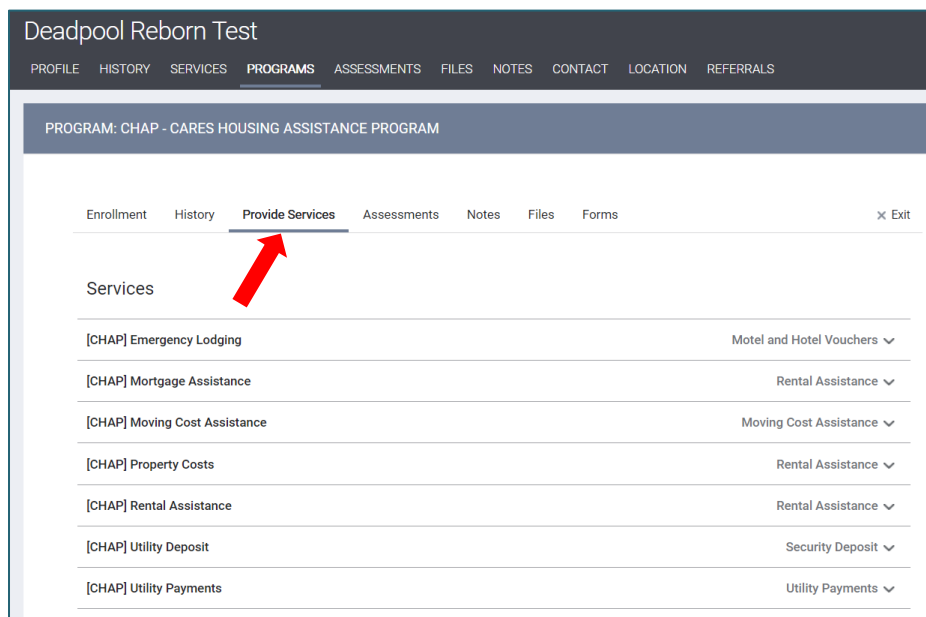
To enroll the client into your program, click on the Programs tab, then scroll down until you can see your agency's program under the **Programs: Available** section. Choose the program that has the prefix of your agency's name or initials and enroll the client into your program.

Adding Service Transactions

To add a service transaction to a client's record in HMIS, search for the client. Once you are in the client's record, click on the Programs tab. Click "Edit" on the appropriate program.



Once you are your agency's program, click on the Provide Services tab to enter a service transaction.



Be sure to enter as many services that apply with every activity and service provided to a client. Within many categories are subcategories; choose the most appropriate service provided and enter notes to accompany the service transaction where applicable.

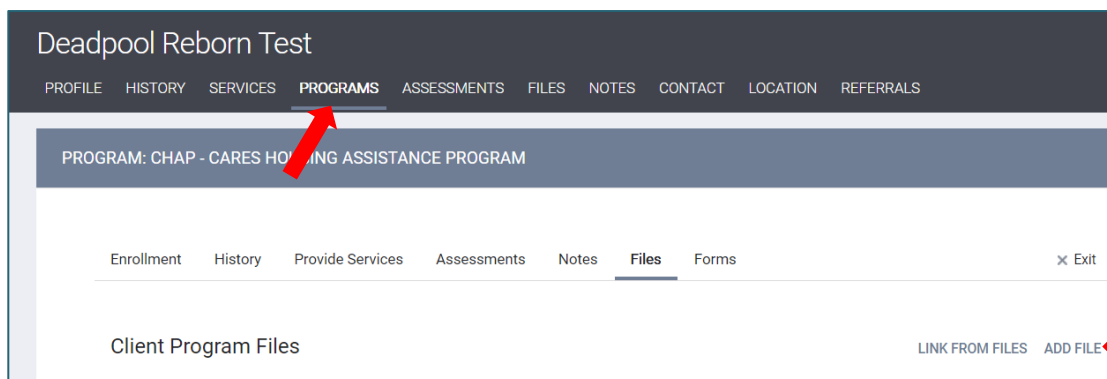
*NOTE: When adding a service transaction for an item that has an expense, please **ONLY** choose **No Funding Source** in the Funding Source field.*

HMIS Service Categories

[YOUR AGENCY NAME - CHAP] Emergency Lodging: Hotel/Motel Room
 [YOUR AGENCY NAME - CHAP] Mortgage Assistance: Mortgage Payment
 [YOUR AGENCY NAME - CHAP] Mortgage Assistance: Mortgage Arrears
 [YOUR AGENCY NAME - CHAP] Moving Cost Assistance
 [YOUR AGENCY NAME - CHAP] Property Costs: Admin Fee
 [YOUR AGENCY NAME - CHAP] Property Costs: Application Fee
 [YOUR AGENCY NAME - CHAP] Property Costs: Cleaning Fee
 [YOUR AGENCY NAME - CHAP] Property Costs: End of Lease (EOL) Prepayment
 [YOUR AGENCY NAME - CHAP] Property Costs: Property Damages
 [YOUR AGENCY NAME - CHAP] Property Costs: Renters Insurance
 [YOUR AGENCY NAME - CHAP] Property Costs: Vacancy Payment
 [YOUR AGENCY NAME - CHAP] Rental Assistance: Rent Payment
 [YOUR AGENCY NAME - CHAP] Rental Assistance: Rent Arrears
 [YOUR AGENCY NAME - CHAP] Security Deposit
 [YOUR AGENCY NAME - CHAP] Utility Deposit: Electric
 [YOUR AGENCY NAME - CHAP] Utility Deposit: Gas
 [YOUR AGENCY NAME - CHAP] Utility Deposit: Sewer
 [YOUR AGENCY NAME - CHAP] Utility Deposit: Trash
 [YOUR AGENCY NAME - CHAP] Utility Deposit: Water
 [YOUR AGENCY NAME - CHAP] Utility Payments: Electric
 [YOUR AGENCY NAME - CHAP] Utility Payments: Gas
 [YOUR AGENCY NAME - CHAP] Utility Payments: Sewer
 [YOUR AGENCY NAME - CHAP] Utility Payments: Trash
 [YOUR AGENCY NAME - CHAP] Utility Payments: Water

UPLOADING FILES

To upload a file for a client on the Files tab, then click “Add File”. (Be sure you are in the specific program; select the files tab specific to the client’s program. If the uploaded file needs to be viewable by individuals outside of your agency, you can enter a note of file via the global tab instead.)



To upload items, select the appropriate category and name.

The screenshot shows the 'UPLOAD A FILE' form with the following fields and options:

- Category:** Finances and Income
- Name:** Alimony Agreement
- File:** A dropdown menu is open, showing a list of file types:
 - Alimony Agreement
 - Bank/Debit Records
 - IRS Form Letter
 - Cancelled Check
 - Dividends Statement
 - Home Mortgage
 - Lease** (highlighted)
 - Pay Check Stub
 - Pension Statement
 - Pink Slip (Notice of Job Termination)
 - Public Assistance Check Stub
 - W-2 Form
 - Social Security Benefit Check
 - Utility Bill
 - Proof of Income/Verification of Job
 - Letter from Workers Compensation
 - Insurance Policy
 - Other Financial Document
 - Tax Return
 - Unemployment Check Stub
- Private:** A checkbox is present but not checked.

Buttons for 'ADD RECORD' and 'CANCEL' are visible at the bottom right. A footer note reads 'Managed with Clarity Human Services'.

- **NOTE:** For documents that contain information not to be viewed outside of the CCSS-CRF agency, mark "Private".

This screenshot shows the 'UPLOAD A FILE' form with the following configuration:

- Category:** Program Documentation
- Name:** HQS Inspection
- File:** A 'Select File' button is present.
- Private:** The checkbox is checked, indicated by a blue dot and a red arrow pointing to it.

Buttons for 'ADD RECORD' and 'CANCEL' are visible at the bottom right. A small note below the 'File' field reads 'Trouble attaching files? Switch to the Basic Uploader'.