HMIS

CCSS-CRF: CARES Housing Assistance Program (CHAP)

HMIS Program User Guide

Updated: 7/2/20

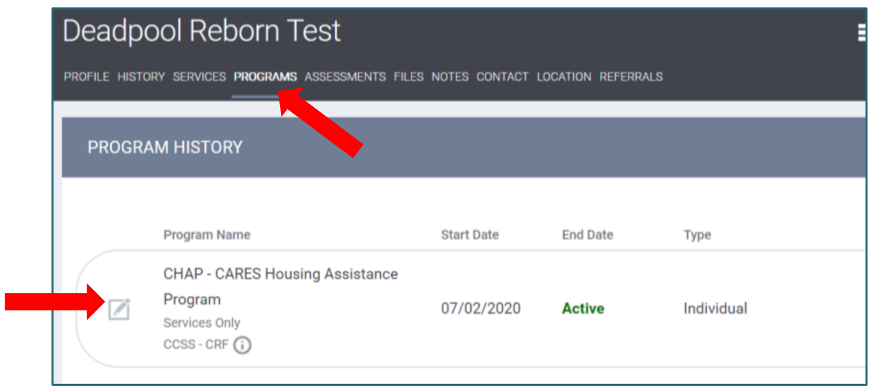
CCSS-COVID Relief Funds: CARES Housing Assistance Program

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

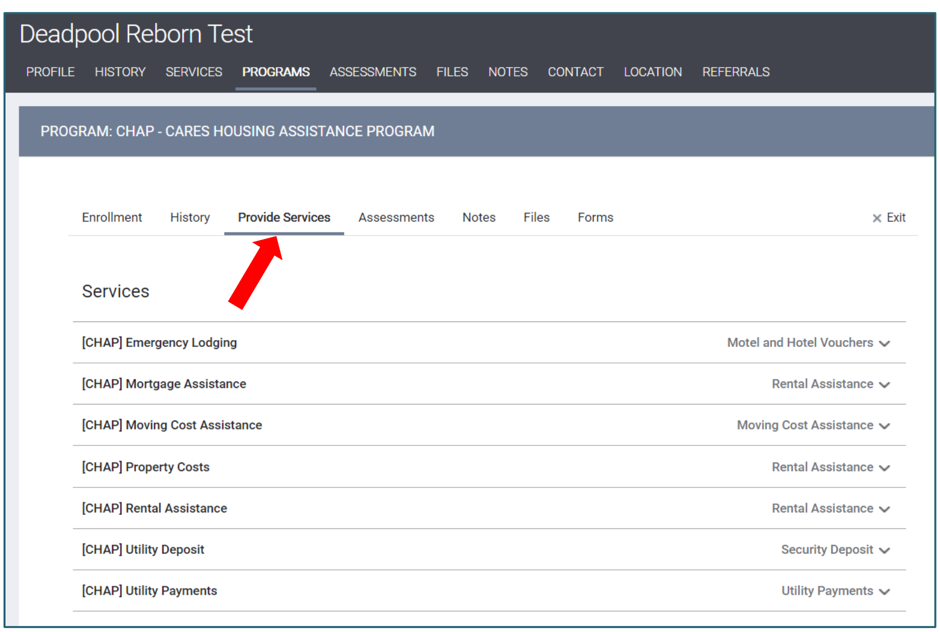
Enrolling a Client
Be sure you are logged in under the agency CCSS-CRF. If you search for the client and do not see them already in HMIS, you will need to create a new client profile.

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.

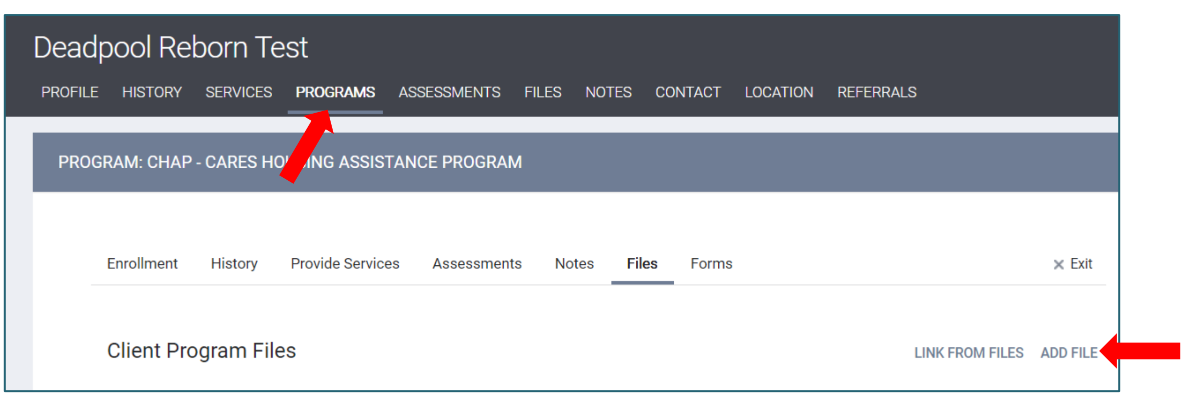
NOTE: When adding a service transaction for an item that has an expense, please ONLY choose ***No Funding Source*** *in the Funding Source field.*

HMIS Service Categories

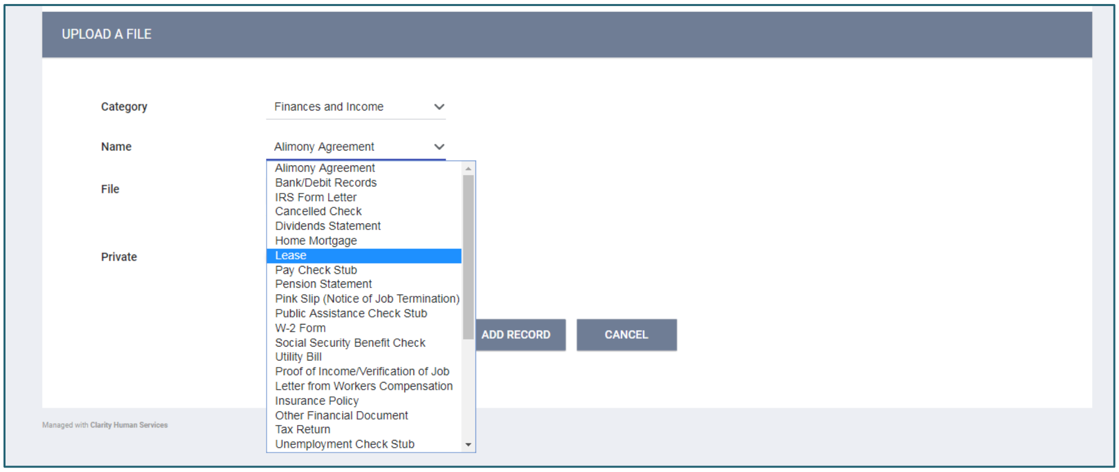
[YOUR AGENCY NAME - CHAP] Emergency Lodging: Hotel/Motel Room
[YOUR AGENCY NAME - CHAP] Mortgage Assistance: Mortgage Payment
[YOUR AGENCY NAME - CHAP] Mortgage Assistance: Mortgage Arrears
[YOUR AGENCY NAME - CHAP] Moving Cost Assistance
[YOUR AGENCY NAME - CHAP] Property Costs: Admin Fee
[YOUR AGENCY 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.



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