



HMIS Agency Admin

Training Guidebook



ARLINGTON VIRGINIA



Arlington County Government

Revised June 2022

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Validation Report

ARLINGTON VIRGINIA

DHS-Clinical Coordination Program Coordinated Entry (CE)

CHANGE REPORTING MESSAGES

Search Term(s)...

Within Participants In Coordinated Entry (CE) SEARCH

HMIS

Take Action

- [View Pending Referrals](#)
- [Enroll from a Program in this Site](#)
- [Enroll from another Site](#)
- [Add a New Household](#)
- [Add/Edit Families](#)
- [View/Edit Demographics](#)
- [Complete/Review Client TouchPoints](#)
- [Refer Participants](#)
- [Dismiss Participants](#)

Reports

- [Currently Active Participants](#)
Provides a list of all active clients and how many days they have been enrolled in the program.
- [Review Participant Efforts \(Individual\)](#)
Review all work done with an individual and a graphic depiction of progress.
- [Check for Duplicates](#)
Looks for possible duplicated participants. This is based on the administrator.
- [HMIS Data Set](#)**
Pull a New HMIS Data Set to run HMIS reports

Click here

Make sure correct program is selected

My Caseload

My Caseload

PARTICIPANT	START DATE
No records to display.	

Recent TouchPoints


My Recent TouchPoints

Take Action	TouchPoint	Dashboard Collection	Program	Name	Subject Type	Status	Date Completed	Date Last Updated	Audit Creation Date	Last Updated By	Attributed Staff Name	Identifier
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered
	PIT Assessment		PIT Unsheltered		Participant		1/26/2022	2/23/2022	2/23/2022			PIT Unsheltered


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Validation Report



Click here



DHS-Clinical Coordination Program
Coordinated Entry (CE)


CHANGE REPORTING MESSAGES

Search [] Within Participants In Coordinated Entry (CE) SEARCH


Manage HMIS Data Pulls

Create Data Pull
Run Validation
Manage HMIS Data Validations
Go To Reporting Site

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action	
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		✓	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete



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Validation Report

Enter Start Date and End Date


***This Program:** This scope will capture all data within your current Program.


***This Site:** This scope will capture all data within your entire Site.
This scope will not be effective for any Agency Admin.

***A Program Group:** This scope will capture data within a created Program group. A Program Group is a list of Programs combined together in order to run one report producing an unduplicated count.
When this option is selected, a box containing a drop down list of all available program groups will appear below.

***Whole Enterprise: DO NOT USE**
This scope will not be effective for any Agency Admin.

Validation Report


DHS-Clinical Coordination Program
Coordinated Entry (CE)


CHANGE
REPORTING
MESSAGES








Search Term(s) ... Within Participants In Coordinated Entry (CE) SEARCH

Manage HMIS Data Validations

Run Validation Create Data Pull Manage HMIS Data Pulls

Validation ID	Description	Version	Requested By	Date Completed	
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete
		✓			Open Delete


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Click here

Open

Delete

Validation Report

ARLINGTON VIRGINIA

DHS-Clinical Coordination Program Coordinated Entry (CE)

CHANGE REPORTING MESSAGES

Search Term(s)...

Within Participants In Coordinated Entry (CE) SEARCH

Validation Error Type	Count
Date Entry	
TouchPoint	
Warning	
Validation Error Types: 3	Total:

Download .csv file of results Close

Download the report, so that you can access the list of errors in Excel.

There will be a total # for each error type. On the bottom line there will be an overall total.

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HUD/State/Local Reports: Data Pull

Take Action

- [View Pending Referrals](#)
- [Enroll from a Program in this Site](#)
- [Enroll from another Site](#)
- [Add a New Household](#)
- [Add/Edit Families](#)
- [View/Edit Demographics](#)
- [Complete/Review Client TouchPoints](#)
- [Refer Participants](#)
- [Dismiss Participants](#)

Reports

- [Currently Active Participants](#)
Provides a list of all active clients and how many days they have been enrolled in the program.
- [Review Participant Efforts \(Individual\)](#)
Review all work done with an individual and a graphic depiction of progress.
- [Check for Duplicates](#)
Looks for possible duplicated participants. This is based on the information entered by the administrator.
- [HMIS Data Set](#)
Pull a New HMIS Data Set to run HMIS reports

My Caseload

My Caseload

PARTICIPANT	START DATE
No records to display.	


Recent TouchPoints

My Recent TouchPoints

Take Action	TouchPoint	Dashboard Collection	Program	Name	Subject Type	Status	Date Completed	Date Last Updated	Audit Creation Date	Last Updated By	Attributed Staff Name	Identifier
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
	PIT Assessment		PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered

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HUD/State/Local Reports: Data Pull



Click here

DHS-Clinical Coordination Program
Coordinated Entry (CE)


CHANGE REPORTING MESSAGES

Within Participants In Coordinated Entry (CE)


SEARCH

Create Data Pull
Run Validation
Manage HMS Data Validations
Go To Reporting Site

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
							<input type="checkbox"/>		
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete
		2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV					Open Download Delete



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HUD/State/Local Reports: Data Pull



ARLINGTON VIRGINIA

- To-Do List
- New
- My Favorites
- My Calendars
- Help
- Participants
- Participant History
- Referrals & Housing
- Referrals
- My Work
- Entities
- TouchPoints
- Reports
- Wizards
- Marketplace
- ETO Insight
- Program Administration
- Site Administration
- Enterprise
- Connect

DHS-Clinical Coordination Program
Coordinated Entry (CE)

CHANGE

REPORTING

MESSAGES



Search Term(s)...

Within

Participants

In

Coordinated Entry (CE)

SEARCH

Create HMIS Data Pull

Please select the scope, a date range, the files types you would like included and notification options. You may also elect to have this data pull automatically refreshed based off of a schedule.

HUD Version: 2022 (v1.1 csv)

Hash Status: Unhashed (Standard CSV)

Scope: A Program Group

Program Group: -- Select a Program Group --

Grant Start Date:

Grant End Date:

Include Read Only's:

Notify:

Enter
Start Date
and
End Date

Cancel

Submit

***This Program:** This scope will capture all data within your current Program.

***This Site:** This scope will capture all data within your entire Site.
This scope will not be effective for any Agency Admin.

***A Program Group:** This scope will capture data within a created Program group.
A Program Group is a list of Programs combined together in order to run one report producing an unduplicated count.
When this option is selected, a box containing a drop down list of all available program groups will appear below.

***Whole Enterprise: DO NOT USE**
This scope will not be effective for any Agency Admin.

HUD/State/Local Reports: *Generate*

Click here

Wait for report to complete

Export ID	Description	Status	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete
		<input checked="" type="checkbox"/>	Unhashed (Standard CSV)	Non-Readable CSV			<input type="checkbox"/>		Open, Download, Delete

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HUD/State/Local Reports: *Generate*

Reports

ALL REPORTS

HMIS

Annual Performance Report (APR) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Client Level Report CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Consolidated Annual Performance and Evaluation Report (CAPER) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Coordinated Entry Annual Performance Report (CE APR) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Data Quality Report CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Housing Inventory Count Report (HIC) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Longitudinal Systems Analysis Report (LSA) 2020 (BETA) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Point In Time Report (PIT) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
Projects for Assistance in Transition from Homelessness Report (PATH) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛
System Performance Measures Report (SPM) CREATED May 17, 2022 MODIFIED May 17, 2022	▶ ⌛

Allow reporting site pop-up

Select the title name of the HMIS HUD report you wish to generate.

Agency Admins can generate the following HMIS HUD Reports:

- * Annual Performance Report (APR)
- * Data Quality Report
- * Consolidated Annual Performance and Evaluation Report (CAPER)
- * Longitudinal Systems Analysis Report (LSA)
- * Projects for Assistance in Transition from Homelessness Report (PATH)
- * Systems Performance Measures Report (SPM)

HUD/State/Local Reports: *Generate*

ALL REPORTS

Annual Performance Report (APR) Run History

RUN REPORT

Run report Annual Performance Report (APR) Required

SELECT DATA PULL *

Select...

REPORT START DATE *

mm/dd/yyyy

REPORT END DATE *

mm/dd/yyyy

CONTINUUM CODE(S)

CLOSE

RUN REPORT

Click here

Please use the following steps below:

- 1) Select Data Pull - select the data pull that was created in HMIS from the dropdown list.
- 2) Enter Start and End Date - make sure dates match the HMIS data pull. *Date format = 01/01/20XX*
- 3) Enter CoC Code - Arlington County's CoC code is VA-600. *CoC Code must match format.*
- 4) Click Run Report.

< 1 of 34 >

HUD/State/Local Reports: *Export*

BACK Refresh Data Export Print Expand All

Report Run
Export ID [REDACTED]

APR
Successfully Completed

+ Report Summary

+ Q4a - HMIS Information: Project Identifiers in HMIS

+ Q5a - Report Validations Table

+ Q5a - Data Quality: Personally Identifiable Information

+ Q6b - Data Quality: Universal Data Elements

+ Q5c - Data Quality: Income and Housing Data Quality

+ Q5d - Data Quality: Chronic Homelessness

+ Q5e - Data Quality: Timeliness

+ Q5f - Data Quality: Inactive Records - Street Outreach and Emergency Shelter

+ Q7a - Number of Persons Served

Click to Export to CSV (ZIP file).
This function is used for HUD/State submissions

1) Click Expand All, wait for report to fully expand.
2) Select, Print.
3) Set printer to Save as PDF.
4) Click, Save. *The file should export into downloads.*
This function is used to PDF reports for CoC submissions.

Custom Reports

ARLINGTON VIRGINIA

REPORTING MESSAGES

Search Term(s)...

Within Participants In

SEARCH

HMIS

Take Action

- [View Pending Referrals](#)
- [Enroll from a Program in this Site](#)
- [Enroll from another Site](#)
- [Add a New Household](#)
- [Add/Edit Families](#)
- [View/Edit Demographics](#)
- [Complete/Review Client TouchPoints](#)
- [Refer Participants](#)
- [Unassign Participants](#)

Reports

- [Currently Active Participants](#)
Provides a list of all active clients and how many days they have been enrolled in the program.
- [Review Participant Efforts \(Individual\)](#)
Review all work done with an individual and a graphic depiction of progress.
- [Check for Duplicates](#)
Looks for possible duplicated participants. This is based on criteria set by your ETO Administrator
- [HMIS Data Set](#)
Pull a New HMIS Data Set to run HMIS reports

My Caseload

My Caseload

PARTICIPANT	START DATE
No records to display.	

Recent TouchPoints

My Recent TouchPoints

Take Action	TouchPoint	Dashboard Collection	Program	Name	Subject Type	Status	Date Completed	Date Last Updated	Audit Creation Date	Last Updated By	Attributed Staff Name	Identifier
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered

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Custom Reports

The screenshot shows the ARLINGTON VIRGINIA reporting interface. The left sidebar contains navigation options: Entities, TouchPoints, Reports (Demographics Reports, Entity Reports, ETO Results, Housing Reports, Manage HMIS Data Pulls, Manage HMIS Data Validations, Manage Report Universes, Program Group Reports, Standard Reports, View Reports, View Reports (NEW), Reporting Dashboard), Wizards, Marketplace, ETO Insight, Program Administration, and Site Administration. The main content area is titled 'View Reports' and includes a search bar, filters (Within Participants In), and a 'SEARCH' button. Below the search bar are buttons for 'Manage Reports', 'ETO Results', and 'Refresh Report List'. A table titled 'My Reports' lists various report names and descriptions. A red arrow points to the 'Refresh Report List' button with the text 'Click here'. A red-bordered box contains the following text:

Agency Admins can generate the following custom built reports:

- * Available Beds
- * Bed Utilization Report
- * CoC Demographics Report
- * Single OR Family SPDAT Report
- * Services Provided (Case Notes) BY STAFF Report
- * Services Provided (Case Notes) Report

Reports will generate externally. Please allow pop-ups.

At the bottom of the interface, there is a copyright notice: © 2001-2022 Developed by Social Solutions Global, Inc. and social media icons for Twitter, Facebook, Instagram, YouTube, LinkedIn, and Email.

Custom Reports: *Export*

Click here to export

Services Provided (Case Notes) Report

Case Number	Name	Site Name	Program Name	Last Updated By_14	Date Taken_14	Contact Location / Method_272	Date of Contact_273
-------------	------	-----------	--------------	--------------------	---------------	-------------------------------	---------------------

Export

Select

Reports

Data

Select All

Report 1

File Type: PDF

- Cu Excel (.xlsx)
- Excel (.xls)
- All CSV Archive
- Text

Current Page

Page(s)

From: 1

To: 1

Images DPI: Default

OK Cancel

Click suitable format.
Select between PDF and Excel (.xlsx)

Report 1

Track changes: Off Page 1 of 1 100% 7 days ago

Manage Staff Accounts: Create New Staff Account

ARLINGTON VIRGINIA

SEARCH Term(s)...

Within Participants In [REDACTED] SEARCH

HMIS

Take Action

- [View Pending Referrals](#)
- [Enroll from a Program in this Site](#)
- [Enroll from another Site](#)
- [Add a New Household](#)
- [Add New Families](#)
- [Disenroll Participants](#)

Reports

- [Currently Active Participants](#)
Provides a list of all active clients and how many days they have been enrolled in the program.
- [Review Participant Efforts \(Individual\)](#)
Review all work done with an individual and a graphic depiction of progress.
- [Check for Duplicates](#)
Looks for possible duplicated participants. This is based on criteria set by your ETO Administrator
- [HMIS Data Set](#)
Pull a New HMIS Data Set to run HMIS reports

My Caseload

PARTICIPANT	START DATE
No records to display.	

Recent TouchPoints

Take Action	TouchPoint	Dashboard Collection	Program	Name	Subject Type	Status	Date Completed	Date Last Updated	Audit Creation Date	Last Updated By	Attributed Staff Name	Identifier
👁️	Assessment	PIT	Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
👁️	Assessment	PIT	Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
👁️	Assessment	PIT	Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
👁️	Assessment	PIT	Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
👁️	Assessment	PIT	Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered

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Manage Staff Accounts: Create New Staff Account

Manage User Accounts

You can only manage users in roles that are equal or lower than your own.
 Your role: [Redacted]
 You can manage the following roles: [Redacted]

[Add New User](#) **Click here**

Show Locked Accounts
 Show Disabled
 Show All Sites

Name	User Name	Role in Current Site	Date Last Updated	Take Action
[Redacted]	[Redacted]	Staff	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Enterprise Manager	[Redacted]	[Redacted]
[Redacted]	[Redacted]	Site Manager	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Staff	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Site Manager	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Site Manager	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Site Manager	[Redacted]	Edit Disable
[Redacted]	[Redacted]	Staff	[Redacted]	Edit Disable
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Edit

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Manage Staff Accounts: Create New Staff Account

Identify the role for the new user.
Only select:
*Site Manager
*Staff

Identify the reporting access level for the new user.
Only select:
*Site Manager
*Staff

List of required inputs:

- 1) First Name
- 2) Last Name
- 3) Username/Email
- 4) Role
- 5) Reporting Role
- 6) Password

The screenshot shows the 'Add User' form with the following fields and annotations:

- Prefix:** --Select--
- First Name:** * (Red star icon)
- Middle Initial:**
- Last Name:** * (Red star icon)
- Suffix:** --Select--
- Username/Email:** * (Red star icon)
- Role:** * (Red star icon)
- Reporting Role:** * (Red star icon)
- Password:** * (Red star icon)
- Connect Access
- Work Phone:** () - - Ext: () - -
- Cell Phone:** () - -
- Pager:** () - -
- SSN:** - - - -
- Fingerprinted

Buttons: Cancel, Save, Save and Close (at the top and bottom of the form).

Manage Staff Accounts: Create New Staff Account

The screenshot shows the 'Manage Staff Accounts' interface for creating a new staff account. The interface includes a sidebar with navigation options, a top navigation bar with the Arlington Virginia logo and user profile, and a main content area with tabs for 'Site/Program Access', 'Caseload Access', 'Summary of All Access', and 'Linked External Accounts'. The 'Site/Program Access' tab is active, showing a form for selecting a site, role, default program, and user type. Below the form is a table of programs with a 'Grant Access' checkbox for each. Red callouts and arrows highlight key actions: 'Click here to maneuver between sites' points to the Site dropdown, 'Click here to set default program' points to the Default Program dropdown, and 'Grant access to programs by placing a checkmark on each box' points to the Grant Access checkboxes in the table. The 'Save and Close' button is highlighted in red at the top and bottom of the form.

Annotations:

- Click here to maneuver between sites
- Click here to set default program
- Grant access to programs by placing a checkmark on each box

Program	Grant Access
Arlington Zero: Chronic - Veterans Only	<input checked="" type="checkbox"/>
Arlington Zero: Families	<input checked="" type="checkbox"/>
Arlington Zero: Single Adults	<input checked="" type="checkbox"/>
Arlington Zero: TAY	<input checked="" type="checkbox"/>
CoC PSH In-Pool	<input type="checkbox"/>
DHS-DBHDS	<input type="checkbox"/>
DHS-Housing Locator	<input type="checkbox"/>
DHS-Independence House	<input type="checkbox"/>
DHS-Permanent Supportive Housing (PSH)	<input type="checkbox"/>
DHS-PSH Non-Homeless	<input type="checkbox"/>

Manage Staff Accounts: *Disable Staff Account*

ARLINGTON VIRGINIA

SEARCH Term(s)...

Within Participants In [REDACTED] SEARCH

HMIS

Take Action

- [View Pending Referrals](#)
- [Enroll from a Program in this Site](#)
- [Enroll from another Site](#)
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- [Add Families](#)
- [Disable Participants](#)

Reports

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Provides a list of all active clients and how many days they have been enrolled in the program.
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Pull a New HMIS Data Set to run HMIS reports

My Caseload

PARTICIPANT	START DATE
No records to display.	

Recent TouchPoints

Take Action	TouchPoint	Dashboard Collection	Program	Name	Subject Type	Status	Date Completed	Date Last Updated	Audit Creation Date	Last Updated By	Attributed Staff Name	Identifier
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		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered
		PIT Assessment	PIT Unsheltered	[REDACTED]	Participant		1/26/2022	2/23/2022	2/23/2022	[REDACTED]		PIT Unsheltered

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Manage Staff Accounts: *Disable Staff Account*

Manage User Accounts

You can only manage users in roles that are equal or lower than your own.
 Your role: [Redacted]
 You can manage the following roles: [Redacted]

Show Locked Accounts
 Show Disabled Accounts
 Show All Accounts

Name	User Name	Role in Current Site	Date Last Updated	Actions
[Redacted]	[Redacted]	Staff	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Enterprise Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Site Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Staff	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Site Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Site Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Site Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Site Manager	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
[Redacted]	[Redacted]	Staff	[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Disable"/>

This will finalize the process in disabling the account

Bed List: Create New Unit/Room

Entity Contact Manager

Manage Add Participant/Family

Manage Alerts

Manage Application List

Manage Approvals

Manage Attributes

Manage Attributes (NEW)

Manage Collection Types

Manage Dashboard Templates

Manage Demographics

Manage Entity Types/Subtypes

Manage Family Settings

Manage Feeder Tables

Manage Housing

Manage My Site (NEW)

Manage Program Groups

Manage Programs

Manage Queries

Manage Internal Referral Forms

Manage Reports

Manage Reports (NEW)

Manage Review Efforts

ARLINGTON VIRGINIA

REPORTING MESSAGES

SEARCH

Search Term(s)...

Within Participants In

Manage Housing

Add New Unit

Change Unit order

Set Bed Start Date Blank as Default and Required

Auto Checkout 3 00

			Edit	Delete	Unit Info	Add New Room
			Edit	Delete	Occupants	Attributes
			Edit	Delete	Unit Info	Add New Room
			Edit	Delete	Occupants	Attributes
			Edit	Delete	Unit Info	Add New Room
			Edit	Delete	Occupants	Attributes

Add New Unit: Create and title unit. *One unit can have multiple rooms.*

Add New Room: Create and title room. Define total number of beds to room. *One room can have multiple beds.*

HMIS Leads must be informed before any changes to a bed list.

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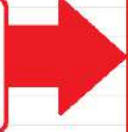
Bed List: *Manage*

Search Term(s)... Within Participants In SEARCH

Manage All Rooms HMIS

Unit		Beds Available					
1. Male						36	
		Beds Available	Beds Filled	Beds Reserved	% Filled/Reserved	Attributes	Take Action
1.	Bed 1	1	0	0	0.00%		Manage
2.	Bed 2	1	0	0	0.00%		Manage
3.	Bed 3	1	0	0	0.00%		Manage
4.	Bed 4	1	0	0	0.00%		Manage
5.	Bed 5	1	0	0	0.00%		Manage
6.	Bed 6	1	0	0	0.00%		Manage
7.	Bed 7	1	0	0	0.00%		Manage
8.	Bed 8	1	0	0	0.00%		Manage
9.	Bed 9	1	0	0	0.00%		Manage
10.	Bed 10	1	0	0	0.00%		Manage
11.	Bed 11	1	0	0	0.00%		Manage
12.	Bed 12	1	0	0	0.00%		Manage
13.	Bed 13	1	0	0	0.00%		Manage
14.	Bed 14	1	0	0	0.00%		Manage
15.	Bed 15	1	0	0	0.00%		Manage
16.	Bed 16	1	0	0	0.00%		Manage
17.	Bed 17	1	0	0	0.00%		Manage
18.	Bed 18	1	0	0	0.00%		Manage
19.	Bed 19	1	0	0	0.00%		Manage
20.	Bed 20	1	0	0	0.00%		Manage
21.	Bed 21	1	1	0	100.00%		Manage
		Occupant	Enrolled	DOB	Age (yrs.)	Occupancy Start	Reservation Start
1.							
22.	Bed 22	1		0	0	0.00%	Manage
23.	Bed 23	1		0	0	0.00%	Manage
24.	Bed 24	1		0	0	0.00%	Manage
25.	Bed 25	1		0	0	0.00%	Manage
26.	Bed 26	1		0	0	0.00%	Manage
27.	Bed 27	1		0	0	0.00%	Manage
28.	Bed 28	1		0	0	0.00%	Manage

Select the bed to Take Action/Manage
Able to edit date of check-in or out, delete bed stay, add participant to bed



- To-Do List
- New
- My Favorites
- My Calendars
- Help
- Participants
- Participant History
- Referrals & Housing
 - Add Referral (Legacy)
 - Multiple Participant Referrals (Legacy)
 - View/Edit Referrals (Legacy)
 - View Pending Referrals (Legacy)
 - Housing Check-In
 - Housing Check-Out
 - Manage Rooms
 - Manage All Rooms HMIS
- My Work
- Entities
- TouchPoints

Bed List: *Manage*

- To-Do List
- New
- My Favorites
- My Calendars
- Help
- Participants
- Participant History
- Referrals & Housing
 - Add Referral (Legacy)
 - Multiple Participant Referrals (Legacy)
 - View/Edit Referrals (Legacy)
 - View Pending Referrals (Legacy)
 - Housing Check-In
 - Housing Check-Out
 - Manage Rooms
 - Manage All Rooms HMIS
- My Work
- Entities
- TouchPoints



CHANGE REPORTING MESSAGES [User Profile]

Search Term(s)... Within Participants In [Redacted] SEARCH

Manage All Rooms HMIS <<Back to List

Male: Bed 1	
Attributes:	
Beds Available:	1
Beds Filled:	0
% Filled/Reserved:	0.00%



This does not have a history of occupants.

Add New Occupant(s)

Bed List: *Manage*

- To-Do List
- New
- My Favorites
- My Calendars
- Help
- Participants
- Participant History
- Referrals & Housing
 - Add Referral (Legacy)
 - Multiple Participant Referrals (Legacy)
 - View/Edit Referrals (Legacy)
 - View Pending Referrals (Legacy)
 - Housing Check-In
 - Housing Check-Out
 - Manage Rooms
 - Manage All Rooms HMIS
- My Work
- Entities
- TouchPoints



CHANGE REPORTING MESSAGES

Search Term(s)... Within Participants In SEARCH

Manage Room History

Return to Manage Rooms From: To: Go

Male: Bed 1

Attributes:

Beds Available: 1

Previous Occupants/Reservations:

Display #: 20 1-18 of 18

Occupant	DOB	Age (yrs)	Occupancy Start	Reservation Date	Occupancy End	Delete
1		42				<input type="checkbox"/>
2		42				<input type="checkbox"/>
3		62				<input type="checkbox"/>
4		73				<input type="checkbox"/>
5		53				<input type="checkbox"/>
6		54				<input type="checkbox"/>
7		44	8/18/2021		9/9/2021	<input type="checkbox"/>
8		62				<input type="checkbox"/>
9		73				<input type="checkbox"/>
10		76				<input type="checkbox"/>
11		66				<input type="checkbox"/>
12		57				<input type="checkbox"/>
13		33				<input type="checkbox"/>
14		70				<input type="checkbox"/>
15		57				<input type="checkbox"/>
16		53				<input type="checkbox"/>
17		55				<input type="checkbox"/>
18		60				<input type="checkbox"/>

Managing Bed History:
> Edit Start & End dates
> Delete bed stay

Click submit to save changes

Submit



