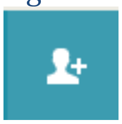
Clarity HMIS
Project Homeless Connect
Data Entry Procedures

1. **Search for a Client** - Before entering a NEW client; you must search to insure that the client does not already exist in the database. On the search bar, enter the first three letters of the clients first and last name. Confirm search results with date of birth and/or social security number on the intake form. If the Client is found, simply mouse over their name and select "Edit" to open the file. You can also search directly on the search bar with the DOB or SSN.

2. **Adding a New Client** - If, after a thorough search, you have determined that your client does not exist in HMIS, click the "add a client" icon in the upper right corner of the Search screen.



3. **Complete Intake Data** - From the provided intake forms, enter all data to the best of your ability. If any items are incomplete select "Data Not Collected" as the response. Select "Add Record" when you are finished to create the client file.

4. **Provide the PHC Access Service –**
   a. Select the "Services" tab at the top of the file.
   b. Select the service titled "[PHC] year-month-day" (service will have current events date in the title)
   c. Enter the date of the event as BOTH the Start Date and End Date of the service (copy/paste function works really well in the date box)
   d. Click on "Submit" to enter the service

5. **Return to the Search screen –** Click "Search" in the upper right corner to return to the main search screen to begin intake for the next Client.