

## Clarity CMIS Nevada SOAR Data Entry

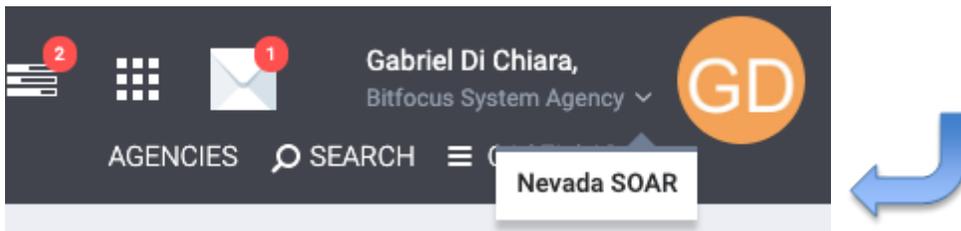
This document demonstrates the process for Nevada SOAR data entry for provider level and statewide outcome tracking purposes. Please note: the step-by-step instructions provided in this section are specific to capturing SOAR outcomes within the Clarity software and do not apply to any other program type.

There are 2 main levels of SOAR entry:

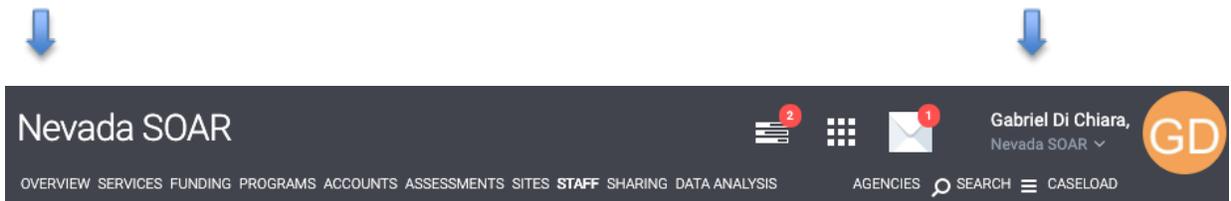
- (NVSOAR) Initial SOAL Application
  - An initial SSI/SSDI application that was submitted by the worker as a SOAR claim.
- (NVSOAR) Reconsideration/ALJ Application Using SOAR
  - An appeal (Recon or ALJ) that was submitted by the worker as a SOAR claim.

### Getting Started

To begin the process of capturing your SOAR data, you must first be provided access to the Nevada SOAR setup within the statewide Nevada HMIS/CMIS. If this access has been provided to you there will be a “switch” option in the upper right corner of your screen. If you require this access, please contact your System Administrator.



After switching you should now see Nevada SOAR as your visible agency:



Once you have confirmed that you are now assigned to the Nevada SOAR interface, pull up the client file that you wish to work with. If you require further assistance with searching or creating a client file, please visit the main page for tutorials at [www.help.clarityhs.com](http://www.help.clarityhs.com).

Within the client record, click on the Programs tab in the top menu. Under Programs: Available (below the client history) there are 2 options:

- (NVSOAR) Initial SOAL Application
- (NVSOAR) Reconsideration/ALJ Application Using SOAR

PROGRAMS: AVAILABLE	
(NVSOAR) Initial SOAR Application	▼
(NVSOAR) Reconsideration/ALJ Application Using SOAR	▼

To complete data for a client, select the down arrow next to the appropriate program title under “Programs: Available” and click on “Enroll”.

PROGRAMS: AVAILABLE

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(NVSOAR) Initial SOAR Application ^

PROGRAM DESCRIPTION:  
New SOAR Application

**Active Clients**

**16**  
CLIENTS

■ 0 % Families  
■ 100 % Individuals

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 **Funding Source**  
N/A

**Availability**  
Full Availability

 PRINT DIRECTIONS

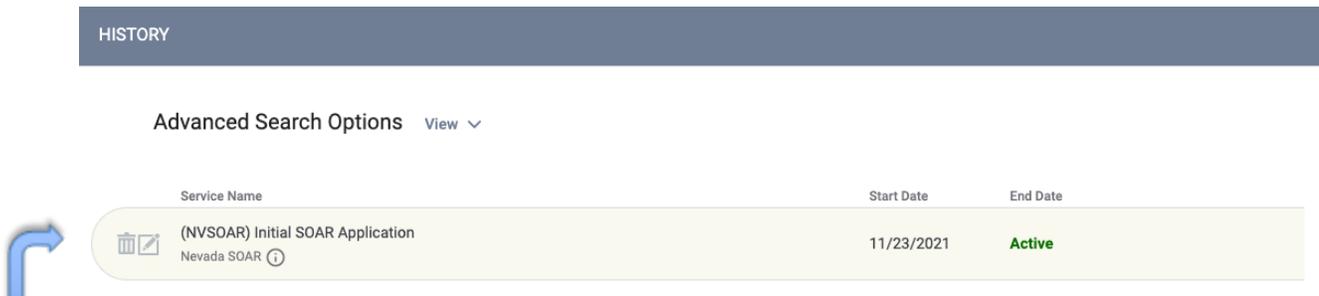
**ENROLL**



The questions asked on the enrollment form will differ depending on the SOAR level selected. Complete ALL data on the enrollment screen and click “Save & Close”.

### **Closing a SOAR Entry And Capturing Determination:**

When you have an outcome to capture, return to the Programs tab within the client file and from the Programs History section; select the SOAR program that you previously created for the client and click the pencil and pad next to the program name



HISTORY

Advanced Search Options View ▼

Service Name	Start Date	End Date
 (NVSOAR) Initial SOAR Application Nevada SOAR ⓘ	11/23/2021	Active

This will take you to the program’s history. To exit the client, click the ‘exit’ button on the top right of the screen.



PROGRAM: (NVSOAR) INITIAL SOAR APPLICATION

Enrollment History Provide Services Notes Files Forms × Exit

Enroll Program for client Alex Test

Complete all fields on the End screen to capture the full outcome of the SOAR process. Save and Close.

**NOTE:** The closure of one SOAR process may initiate the beginning of another. For example, you may complete a New SOAR Application that ends in a Denial with an Appeal filed. In that case you would capture the denial on the End screen of a New SOAR Application program entry and then begin a SOAR Reconsideration or ALJ program entry to capture that data separately from the initial application.

For any questions about entering your data into HMIS, please reach out to the Bitfocus Help Desk at [nevada@bitfocus.com](mailto:nevada@bitfocus.com)