

DE-CMIS GUIDANCE – HOUSEHOLD DATA SHARING

INTRODUCTION

This document's purpose is to provide guidance to Delaware CMIS users to utilize the **Housing Data Sharing** capabilities that were recently reinstated in the system.

Adding Household Data will allow for data relating clients' location and **length of time homeless** (LOT) to be shared from the Head of Household of a project entry to other household members being enrolled. This will help reduce data quality errors from these important system performance-related data elements.

While the Household Data Sharing can help reduce the amount of time used to enter client data in CMIS, some situations still require for LOT data to be changed on a client-by-client basis. These situations may include, but are not limited to:

- Clients who joined the project after the Head of Household's date of project entry;
- Adults (18+) who had a prior living situation that differs from the Head of Household;
- Minors (< 18) whose HoH can provide a more accurate detail of their prior living situation during intake; or
- Children born during the household's project stay.

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TECHNICAL ASSISTANCE

For further clarification on Household Data Sharing, contact Housing Alliance Delaware (HAD) at cmis.support@housingalliancede.org.

METHOD #1: CLIENTPOINT

1. Complete your Head of Household's entry assessment (as usual). Click "Save" to save your assessment responses.

2. Scroll towards the top of the entry assessment window and select the "Add Household Data" button.

Ent	ry/E	xit Data								<i>d</i> 🔊
0	Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Asses will still be attached to that Assessment record for the Client. Provider t Catholic Charling: Care Sav Engraders ES (0) v						Assessment			
Type*		HUD Update	· · · · · · · · · · · · · · · · · · ·							
	HOL	Name	Head of Household	Project Start Date	Exit Date	Interims	Follow	Reason for Leaving	Destination	Notes
n.	ŵ	(1) Test, Justin A	Yes	2 09/17/2022	2	E.	E			
Դ	ŵ	(108687) Test, Terri	No	/ 09/17/2022	1	E.	E.			
	include	Additional Household Memb	ers		Show	wing 1-2 of	2			
•	intry A	ssessment								
ſ	Household Members Household Data Sharing					Û				
(1) Test, Justin A Age: 51 Client: (1) Test, Justin A				Add Househo	old Data					
B	(108 Age:	687) Test, Terri 28	HUD CoC & ESG Entr	y SO ES SH (2020-2021) - Co	с			Entry Date: (09/17/2022 02:25:24	4 PM 🔒
Veteran: Unknown Date of Birth Date of Birth Data Quality -SelectSelectSelectG										

3. In the "Household Data Sharing" window:

a. Select all household members whose data should be updated.

b. The Head of Household's entry data should have transferred and is visible. If these responses are not accurate for the household, update them at this time.

c. Click "Save & Exit".

a.	(25550) Male Single P (1) Test, Justin A (108687) Test, Terri (103388) Test, Thoma	arent S		
	Household Data Shari	ng	Date: 09/17/2022 02:25:2	4 PM 🔒
b.	Client Location *	DE-500 🗸 G		
~	County *	New Castle 🗸 G)
	Prior Living Situation	Place not meant for habitation (HUD)		✓ G
	Length of Stay in Previous Place	One week or more, but less than one month \checkmark G		I
	Approximate date homelessness started:	09 / 01 / 2022 🔊 🥸 G		
	Regardless of where they stayed last night - number of times the client has been on the streets or in ES in the past three years, including today	Two times (HUD)		
	Total number of months homeless on the street or ES in the past three years	<u>ه</u>		
	Housing Move-in Date	//		
	Date of Engagement for Outreach Programs	// <u>Ø</u> 🖏 c		ノ
с.			Save Save & Exit	Exit

4. Use the Household Members section to switch between household members to complete remaining entry assessments. You will see that the location and LOT assessment questions have already been updated.

- Demographics
- LOT questions (if different from the HoH)
- Income

- Noncash benefits
- Health Insurance
- Disabling Conditions

Household Members	Household Data Sharin	g		
(1) Test, Justin A Age: 51 Veteran: Unknown	Client: (108687) Test, Terri			Add Household D
(108687) Test, Terri	HUD CoC & ESG Entry S	60 ES SH (2020-2021) - CoC		Entry Date: 09/17/2022 02:43:11 PM
Veteran: Unknown	Date of Birth	09 / 16 / 1994 🧖 🔿 🧖 G		
	Date of Birth Data Quality	-Select-	✓ G	
	Primary Race	-Select-	✓ G	
	Secondary Race	-Select-	✓ G	
	Ethnicity	-Select-	▼ G	
	Gender	A gender other than singularly female of Transgender Questioning Client doesn't know Client refused Data not collected	or male (e.g., non-binary, genderflui	d, agender, culturally specific gender)
	Relationship to Head * of Household	Head of household's child		⊂ G
	Client Location*	DE-500 🗸 G		
	County *	New Castle 🗸 G		
	🔍 Current Living Situa	tion		
	Current Living Situa	tion Information Date*	Current Living Situation *	Living situation verified by
	Current Living Situa Start Date *	tion Information Date*	Current Living Situation *	Living situation verified by
	Current Living Situat	Information Date *	Current Living Situation*	Living situation verified by
	Current Living Situa Start Date • Add Prior Living Situation Length of Stay in Previous Place	Information Date * Place not meant for habitation (HUD) One week or more, but less than one n	Current Living Situation *	Living situation verified by
	Current Living Situz Start Date* Add Prior Living Situation Length of Stay in Previous Place Approximate date homelessness started:	Information Date * Place not meant for habitation (HUD) One week or more, but less than one n O9/01/2022 20 0 0 0 0 c	Current Living Situation *	Living situation verified by
	Current Living Situa Start Date • Add Prior Living Situation Length of Stay in Previous Place Approximate date homelessness started: Regardless of where they stayed last night - stayed last night - streets or in ES in the past three years, including today	Information Date * [Place not meant for habitation (HUD)] [One week or more, but less than one n [0] / [0] / [2022] [] [] [] [] [] [] [] [] [] [] [] [] [] [Current Living Situation *	Living situation verified by

5. Save & Exit once complete.

METHOD #2: SHELTERPOINT

1. Access your project's bed list and select the Head of Household that is going to be checked in (by Outstanding Incoming Referral or Client Search).

- 2. Complete your Head of Household's Unit Entry Data information.
- 3. In the "Households Overview" section, select the "Add Household Information" button.

Date In*	09 / 19 / 2022 🔊 🤣 2 🗸 : 49 🗸 : 12 🗸 PM 🗸	Midnight Check In	
Unit Name / Number	Overflow	Assign Unit	
Supplies Given		~~~~~	
Locker number			
Codes/Notes		Change Clause	
		Change Clear	
Incidents For (1) Start Date End Da	Test, Justin A te Incident Code Provider	Ban Site	Staff
Incidents For (1) Start Date End Da Add New Incident	Test, Justin A te Incident Incident Code Provider No matches.	Ban Site	Staff
Incidents For (1) Start Date End Da Add New Incident Households Ove	Test, Justin A Test, Justin A Incident Code Provider No matches. rview	Ban Site	Staf
Incidents For (1) Start Date End Da Add New Incident Households Ove Household Sharin	Test, Justin A Test, Justin A Incident Code Provider No matches. rview g	Ban Site	Staf
Incidents For (1) Start Date End Da Add New Incident Households Ove Household Sharin	Test, Justin A te Incident Code Provider No matches. rview	Ban Site	Staff d Data

- 4. In the "Household Data Sharing" window:
 - a. Select all household members whose data should be updated.
 - **b**. Update all clients' available entry assessment responses as needed.
 - c. Click "Save & Exit".

a.	 (25550) Male Single P (1) Test, Justin A (108687) Test, Terri (103388) Test, Thoma 	arent 5				
	Household Data Sharii	g		Date:	09/19/2022 02:49:1	2 PM 🔒
b.	Client Location * County *	DE-500 ♥ G Kent ♥ G				
	Prior Living Situation	Place not meant for habitation (HUD)				Ƴ G
	Length of Stay in Previous Place	Two to six nights	∀ G			
	Approximate date homelessness started:	09 / 14 / 2022 🧖 🕽 🧟 G				
	Regardless of where they stayed last night - number of times the client has been on the streets or in ES in the past three years, including today	Four or more times (HUD) 💙 G				
	Total number of months homeless on the street or ES in the past three years	7	▼ G			
	Housing Move-in Date	//				
	Date of Engagement for Outreach Programs	//				
с.				Save	Save & Exit	Exit

5. Complete the remaining sections (Household Members, ROI, Entry Data) and assessment questions for the Head of Household's check in. You will see that the location and LOT assessment questions have already been updated. Save & Exit once complete.

6. Complete the remaining entry assessment for the rest of the household by clicking on their names on the Unit List and updating as needed. Save & Exit once complete.