

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@housingalliance.org.

- Demographics
- LOT questions (if different from the HoH)
- Income
- Noncash benefits
- Health Insurance
- Disabling Conditions

Household Members

- (1) Test, Justin A
Age: 51
Veteran: Unknown
- (108687) Test, Terri
Age: 28
Veteran: Unknown

Household Data Sharing

Client: (108687) Test, Terri Add Household Data

HUD CoC & ESG Entry SO ES SH (2020-2021) - CoC Entry Date: 09/17/2022 02:43:11 PM

Date of Birth: 09 / 16 / 1994 🔄 🗑️ ⚙️

Date of Birth Data Quality: -Select- ⚙️

Primary Race: -Select- ⚙️

Secondary Race: -Select- ⚙️

Ethnicity: -Select- ⚙️

Gender: Female
Male
A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)
Transgender
Questioning
Client doesn't know
Client refused
Data not collected ⚙️

Relationship to Head of Household: Head of household's child ⚙️

Client Location *: DE-500 ⚙️

County *: New Castle ⚙️

Current Living Situation

Start Date *	Information Date *	Current Living Situation *	Living situation verified by
Add			

Prior Living Situation: Place not meant for habitation (HUD) ⚙️

Length of Stay in Previous Place: One week or more, but less than one month ⚙️

Approximate date homelessness started: 09 / 01 / 2022 🔄 🗑️ ⚙️

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: 6 ⚙️

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.

Unit Entry Data - (1) Test, Justin A

Date In * 09 / 19 / 2022 2:49 PM

Unit Name / Number Overflow

Supplies Given

Locker number

Codes/Notes

Midnight Check In

Assign Unit

Change Clear

Incidents For (1) Test, Justin A

Start Date	End Date	Incident	Incident Code	Provider	Ban Site	Staff
No matches.						

► Households Overview

Household Sharing

Add Household Data

▼ Household Members

To include Household members in this Check In, click the box beside each name. Then assign each member a unit. If no unit is available, an Overflow unit will be used. Note: Only members from the same Household may be selected.

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 Parent

(1) Test, Justin A

(108667) Test, Terri

(103388) Test, Thomas

Household Data Sharing Date: 09/19/2022 02:49:12 PM

b. Client Location * DE-500

County * Kent

Prior Living Situation Place not meant for habitation (HUD)

Length of Stay in Previous Place Two to six nights

Approximate date homelessness started: 09 / 14 / 2022

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)

Total number of months homeless on the street or ES in the past three years 7

Housing Move-in Date

Date of Engagement for Outreach Programs

c. 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.