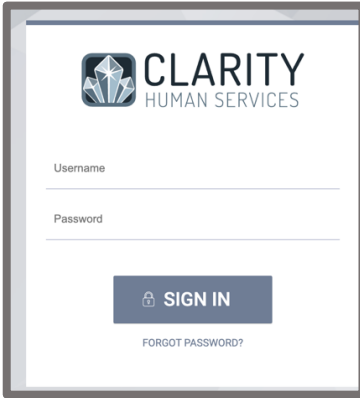




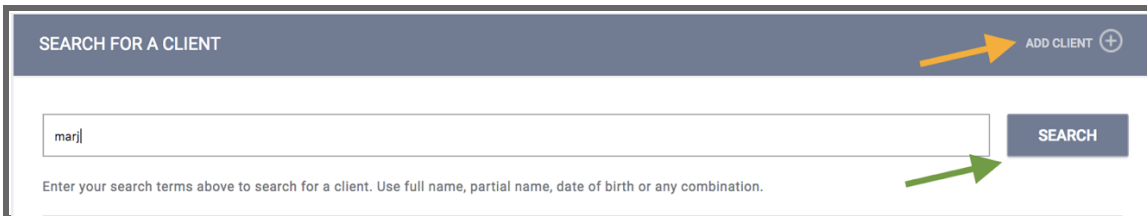
HMIS Data Entry Workflow: Work Readiness Assessment

Entering Clients into Clarity (HMIS)

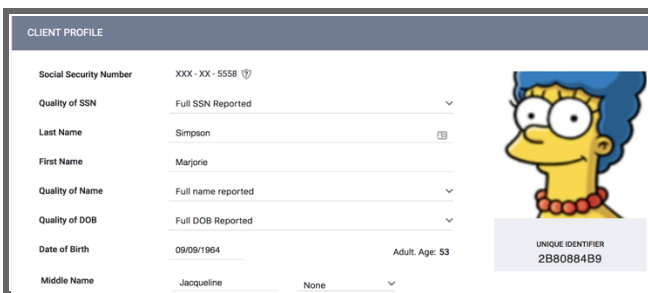
Log into HMIS using your login credentials



Once logged in, you will be taken to the main screen where you can search for a client



- A. Search for a client by entering their name (full or partial), DOB or Alias (if they have one)
- B. Once the information is entered select the **SEARCH** icon (see image below)
- C. If the client is already in HMIS the system will pull the client(s) that match the search
- D. If the client is not in the system use the **ADD CLIENT** to add the client; follow the prompts and enter the client information
- E. Verify or complete Client Profile demographic information and Save

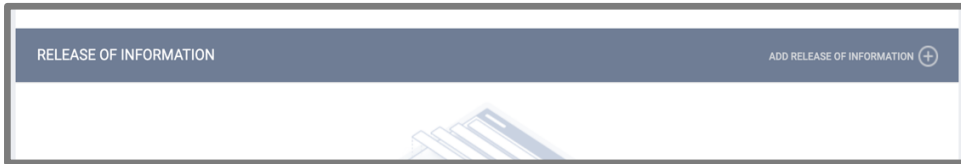
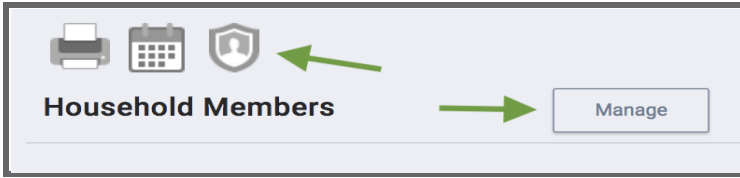


Release of Information (ROI)

- F. Verify and/or complete the Release of Information (ROI) for the client using the **“Shield”** icon (see image below)
 - a. If there is no ROI for the client, please ensure to upload the full 6 pages of the ROI to the client profile
 - b. Add the ROI by selecting the **“Shield”** icon and then **ADD RELEASE OF INFORMATION**
 - c. Be sure to add all the information requested in the screen
 - d. The file should be a PDF version



e. Select **SAVE CHANGES** when done



RELEASE OF INFORMATION

Permission	Yes	▼
Start Date	04/19/2021	📅 25
End Date	04/19/2024	📅 25
Documentation	Select	▼

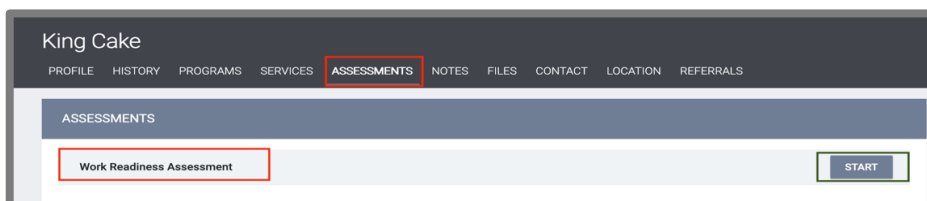
SAVE CHANGES CANCEL

- G. Confirm or Create Households for Client using the **“Manage”** icon (see image above with green arrows)
 - a. This is only necessary if there are other family members that will be part of the program or
 - b. If you want to know the make-up of the family unit for the client

Adding the Work Readiness Assessment

The Work Readiness Assessment is available at the Agency level and will be used to determine eligibility for the Program. That means this assessment is available under the **ASSESSMENTS** tab in HMIS. Providing the assessment to the client will not require enrollment at the Program level.

Locating the Assessment



Select the **ASSESSMENTS Tab** in HMIS, you will see a list of assessment available at the agency. Select the **Work Readiness Assessment** by selecting the **START** icon. This will navigate to the assessment questions.



Assessment Questions

Please note that depending on how a response is entered it will create a list of options for the responses.

For example, if under the **EMPLOYMENT INFORMATION** section, the question “Are you currently working?” has a YES response, the following will populate on the screen:

Be sure and go through all of the questions with the client and enter the responses in the assessment accordingly. When done entering the assessment be sure to **SAVE**. *Do not set the Assessment to Private – this will make it so that others outside of the agency cannot access the assessment.*

To go back to the assessment after it has been saved you can access it under the **ASSESSMENTS** tab, under the **ASSESSMENT HISTORY**. Click over the **Work Readiness Assessment** on the list and it opens the assessment for you to view and/or make any necessary edits.