

NEW FEATURES

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FIX

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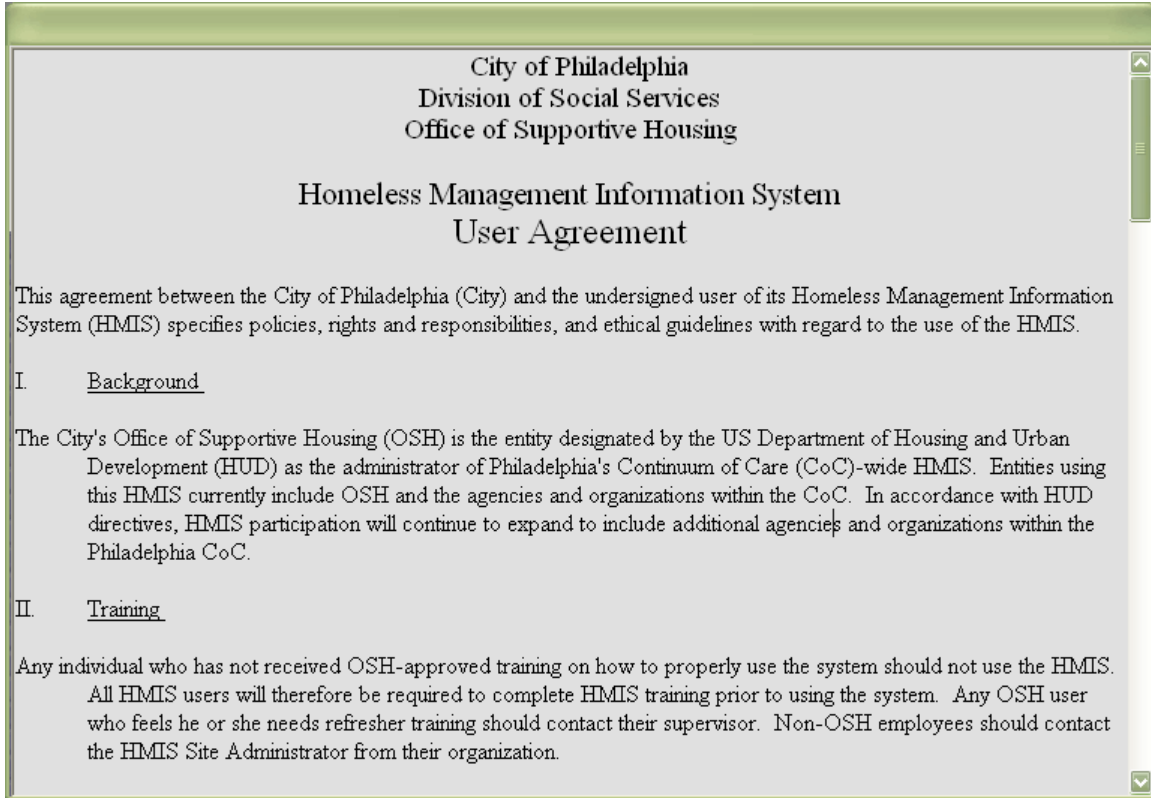
NEW FEATURES

HMIS Login Screen

- The HMIS Login Screen has been modified to include the HMIS User Agreement on the left side of the screen. Upon clicking "I accept the agreement," the user will be allowed to enter the user details on the right side of the screen and thereby log into the system. The "I do not accept the agreement" button is chosen by default. If the user does not click the "I accept the agreement" button, the user details fields on the right side of the screen will not be enabled and the user will not be able to log in.
- There is a print button so that users can print a copy for their records.

The screenshot displays the HMIS login interface. At the top left is the City of Philadelphia seal. The title is "Homeless Management Information System" with a copyright notice "Copyright © 2001-2009 Coelho Consulting Inc." Below the title is a "User Agreement" section with a "Print" button highlighted by a red box. The agreement text includes: "City of Philadelphia Division of Social Services Office of Supportive Housing Homeless Management Information System User Agreement. This agreement between the City of Philadelphia (City) and the undersigned user of its Homeless Management Information System (HMIS) specifies policies, rights and responsibilities, and ethical guidelines with regard to the use of the HMIS. I. Background. The City's Office of Supportive Housing (OSH) is the entity designated by the US Department of Housing and Urban Development". At the bottom of the agreement are two radio buttons: "I accept the agreement" (selected) and "I do not accept the agreement". To the right of the agreement is a login form with fields for "User ID", "Password", "Server" (pre-filled with "server"), and "Database" (pre-filled with "oess0329"). Below the fields are "Ok" and "Exit" buttons. At the bottom right, there is a link for "Problems/Questions on HMIS?" and contact information: "OSH Users - Call 6-7110, Other Users - Call HMIS Site Administrator". A "Last updated on : 05/04/2007" timestamp is also present.

- Use the vertical scroll bar to scroll through the User Agreement. Double click on the agreement area to enlarge the agreement (as shown below). Double click on it again to resume the original size.



Sign in Screen for Relocation Unit

- ❖ If you are logged into the HMIS under the job role Relocation Social Worker, then the "Forward To" field on the Sign-in screen defaults to "Relocation Social Worker."

- ❖ Also, **'None'** has been added as a value to the dropdown list of the **"Forward To"** field.

Sign-in Log Sheet Report for OSH Reception Sites

- ❖ A new report called **'Sign in Log Sheet'** has been attached to:
 - AFC (Appletree Family Center) Sign In Clerk job role → Sign In module**
 - Ridge – Sign In Clerk job role → Sign In module**
 - Ridge – Intake Supervisor job role → Intake Reports module**
- ✓ It will display the list of all clients signed in as of the date specified.
- ✓ If you are logged in under the job role AFC Sign In Clerk, then the Sign in Log Sheet report will automatically display Family Type as **'Both.'**

Sign in Log Sheet

Sign in Date: 06/18/2007

Processed Status: Both

Family Type: Both

Cancel

- ✓ If you are logged in under either of the Ridge job roles, then the Sign in Log Sheet report will automatically display Family Type as **'Singles.'**

Sign in Log Sheet

Sign in Date: 06/19/2007

Processed Status: Both

Family Type: Singles

Cancel

Reception Interview – Family Member

❖ A new button, the 'Add To Case' button, has been added to the Reception Interview's Intake – Family Members sub-screen. This is now the correct way to add a family member to an **"active"** or **"open"** case. You would use this button in situations where a client has come in to Intake recently, had a Sign-in and Reception Interview done, and had a case opened. Now the client is returning and needs to add an additional family member(s) to the case. Open the Reception Interview for the Head of Household. Open the Family Member sub-screen. There are three ways to add a family member:

1. If the family member's name appears on the pop-up grid of all previous family members for this client, double click on the family member's name to load that person's information into the screen. Then click on the "Add To Case" button.
2. If the family member may have a record in the HMIS, but was never on a case before with this particular client, click the "Find" button next to the Last Name field. The Client OSH Search box will appear and you can search for the family member's record. If you find the matching person, double click on the name to load that client as a family member. Then click on the "Add To Case" button.
3. If the family member you're adding to the case has never had a record in the HMIS, type that person's information into the fields on the screen. Then click on the "Add To Case" button.

When the "Add To Case" button is clicked, the following message will display:

Family Member	Relationship	SS No	DOB	Age	Gender
John Doe	Sibling	000-22-2222	11/28/1959	47 Yrs 7 Month(s)	Male
Child Doe	Significant Other	000-33-3333	09/11/2000	6 Yrs 9 Month(s)	Female

Family Member Information

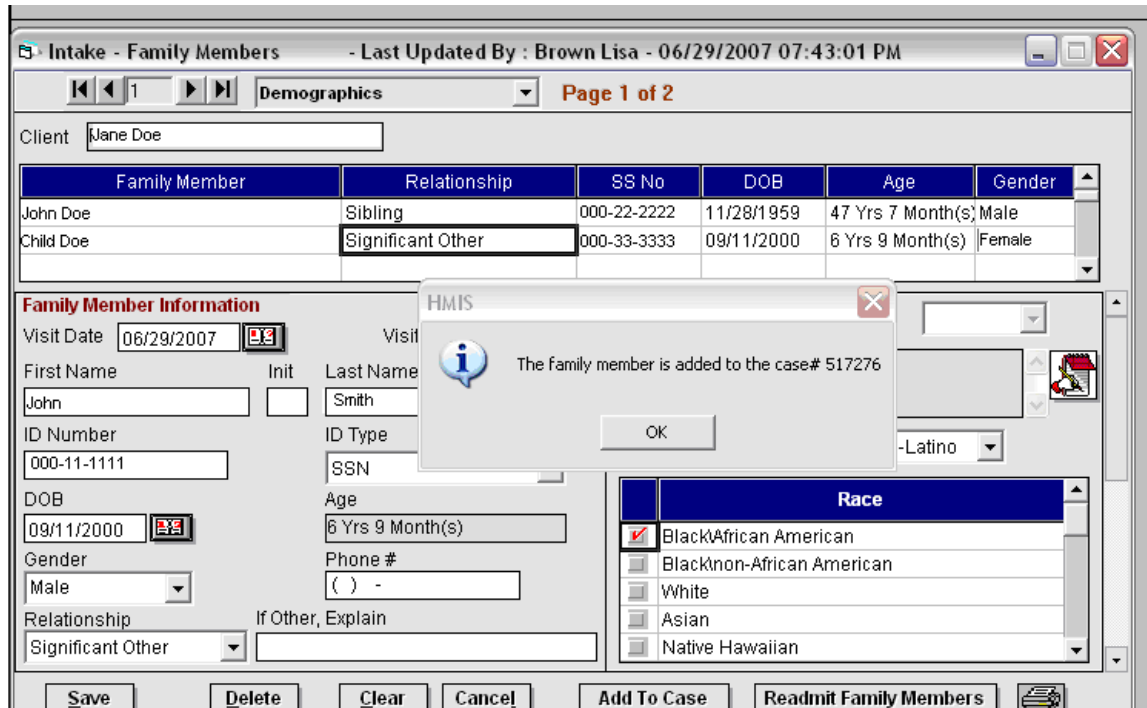
Visit Date: 06/29/2007 Visit Time: 07:42 PM Proof of Custody for Child: []

First Name: John ID Number: 000-11-1111 DOB: 09/11/2000 Gender: Male Relationship: Significant Other

Phone #: () - Race: Black/Non-African American, White, Asian, Native Hawaiian

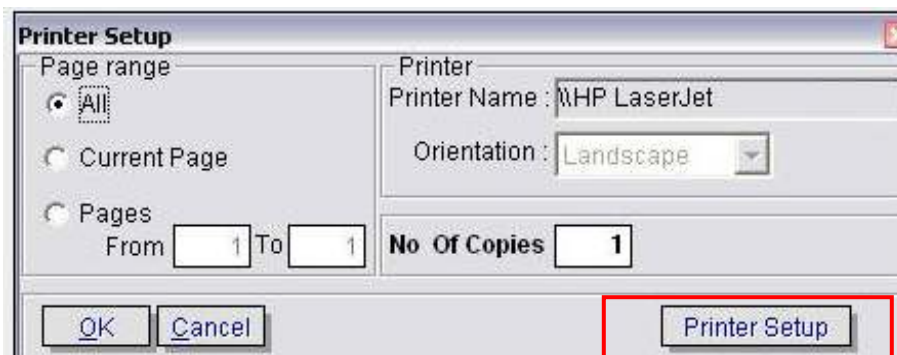
Buttons: Save, Delete, Clear, Cancel, **Add To Case**, Readmit Family Members

If you click on the **'Yes'** button, the selected family member will be added onto that case and the following message will appear:

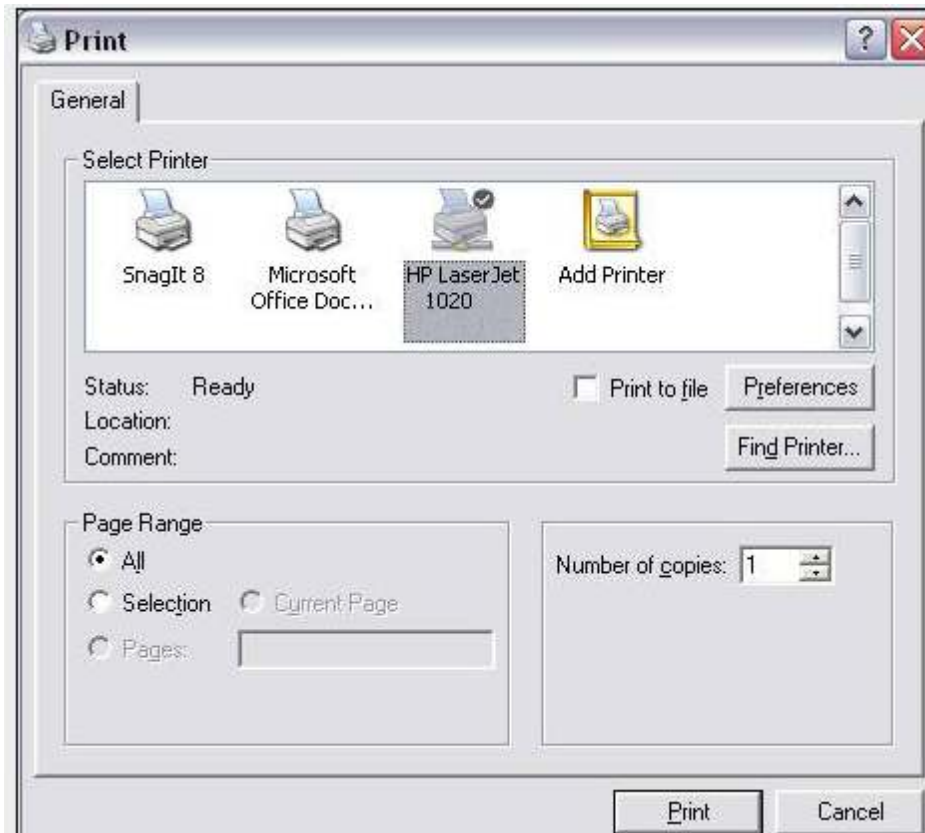


Printing

- ❖ A new button has been added to the bottom of the Printer Setup screen called **'Printer Setup.'** This feature will enable the user to redirect the printout to any network printer in the event that the default printer is not available or working properly.



By clicking on the Printer Setup button the screen below will pop up. This will allow you to choose a different printer in your network.



Attendance Problem Report

Users will notice that a "Problem Reports" button has been added to the bottom of the Attendance screen. This button will eventually allow you to send the attendance problem report through the HMIS. However, continue to use the paper system until you receive training on this new feature.

FIX

Case Notes

Previously, paragraph divisions typed on the case notes screen were not maintained on the printed version of the case notes. This problem has been corrected. Also, special characters that had been typed in the case notes were not printing correctly. This has also been corrected.