

# Nashville–Davidson County HMIS Emergency Shelter Workflow

Prior to entering an ES project in HMIS, each client must have a **Release of Information** on file!

**Emergency Shelter** projects offer temporary shelter (lodging) for people experiencing homelessness in general or specific populations of people experiencing homelessness. Services and Updates can happen between Project Start and Project Exit. A project may have multiple Services and/or Updates.

## 1 Project Start Entry/Exit

- Date the client first stayed in the shelter for the consecutive shelter period from Start/Entry to Exit.
- An HMIS Entry Assessment is completed at this time using the **Entry/Exit tab** of HMIS.
- Select the appropriate Assessment Type for your project.

## Services Service Transactions

- These can include services such as toiletries, transportation, and case management.
- Services are added using the **Service Transactions tab** as they occur.
- A client may have multiple service transactions while enrolled in a project (between their Entry Date and Exit Date).

## 3 Updates Interim Update

- Client updates, entered as **Interim Updates** in HMIS, should be used for updating client information such as changes in income, disability, insurance, or non-cash benefits.
- Client information should not be edited or change in the Entry Assessment unless the information was incorrect at project start.
- Changes in Income are designated by end dating the current income and adding the update amount separately.

## Annual Assessment Interim Update

- Data collection must include an annual assessment for all persons in the project for one year or more.
- Data elements required for collection at Annual Assessment must be entered with an Update date of no more than 30 days before or after the anniversary of the Head of Household's Project Start Date.
- Annual Assessments are entered in HMIS as **Interim Updates**.

## 5 Project Exit Entry/Exit

- The Project Exit date indicates a client has left the project.
- Add an **Exit Assessment** using the Entry/Exit tab in HMIS and select the appropriate Reason for Leaving and Destination at Exit.