

Updating CHIN Data at Recertification

Clients need to be recertified every 3 months. At recertification you will need to complete the HPRP Recertification Sub-assessment for the Head of Household. If you've completed the Monthly Income and/or Non-Cash Benefits Sub-assessments, you'll need to update these as well. These sub-assessments are found on the Entry worksheet. These are the only updates that need to be made. Do not change the answers to the Entry Data Questions—Only update the sub-assessments found at the bottom of the page.

To update information in a sub-assessment:

1. Pull up the Head of Household's file
1. Click the orange Entry/Exit button
2. Click on the pencil next to your program's Entry date
3. Scroll to the bottom of the screen until you see the sub-assessments
4. Click ADD in the appropriate sub-assessment box



Don't change answers to Entry questions! Only update sub-assessments!

Where client stayed the night before coming to you H G

Type of Living Situation-HUD H G

Length of Stay in Living Situation-HUD H G

Zip Code (of Last Permanent Address, if known) H G

Zip data quality H G

Does client have a disability of long duration? H G

Disabilities			
Disability Type	Start Date	End Date	
Developmental (HUD 40118)	01/22/2008		

Showing Rows 1-1 of 1 [Show Entire List In Window](#)

Number in Household H G

Income received from any source in past 30 days? H G

Monthly Income				
Last 30 Day Income	Source of Income	Start Date	End Date	
\$200.00	Child Support (HUD)	10/12/2008		
\$400.00	Earned Income (HUD)	10/12/2008		
\$600.00	SSDI (HUD)	10/12/2008		
\$1500.00	Earned Income (HUD)	09/05/2008		
\$500.00	A Veteran's Disability Payment (HUD)	08/18/2000		

Showing Rows 1-5 of 5 [Show Entire List In Window](#)

Non-cash benefit received in past 30 days? H G

Non-Cash Benefits				
Amount of Non-Cash Benefit	Source of Non-Cash Benefit	Start Date	End Date	
No Record Sets				

[Show Entire List In Window](#)

Complete recertification every 3 months

HPRP Recertification	
Recertification Date	
No Record Sets	

[Show Entire List In Window](#)



5. Complete the fields in the sub-assessment, leaving the last field blank.
6. Click Save & Exit

Client Name: Roberts, Norville
Client ID: 1719
HPRP Recertification

Assessment Date **04/13/2010 11:22 AM**

Recertification Date (mm/dd/yyyy) H G

Housing Status at Recertification H G

Annual Household Income at Recertification H G

% of county median income at recertification H G

Enough support to avoid homelessness at recertific H G

Housing Barriers level at recertification H G

Does client still qualify for HPRP? H G

Leave blank (mm/dd/yyyy) H G

Client Name: Roberts, Norville
Client ID: 1719
HPRP Recertification

After saving, you'll see the sub-assessment information on the Entry Screen. Repeat this process at every recertification.

Zip Code (of Last Permanent Address, if known) H G

Zip data quality H G

Does client have a disability of long duration? H G

Disabilities				Add
Disability Type	Start Date	End Date		
Developmental (HUD 40118)	01/22/2008			

Showing Rows 1-1 of 1 Show Entire List In Window

Number in Household H G

Income received from any source in past 30 days? H G

Monthly Income					Add
Last 30 Day Income	Source of Income	Start Date	End Date		
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Showing Rows 1-5 of 5 Show Entire List In Window

Non-cash benefit received in past 30 days? H G

Non-Cash Benefits					Add
Amount of Non-Cash Benefit	Source of Non-Cash Benefit	Start Date	End Date		
No Record Sets					

Show Entire List In Window

Complete recertification every 3 months

HPRP Recertification			Add
Recertification Date	Does client still qualify for HPRP?		
04/13/2010	Yes		

Showing Rows 1-1 of 1 Show Entire List In Window

Entry/Exit - (Roberts, Norville)