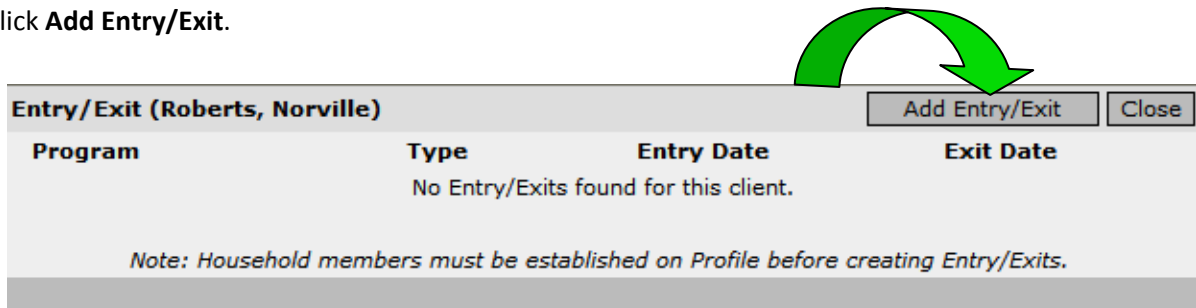


Recording Participation in a Program—Entry/Exit Worksheets

1. Click on the orange Entry/Exit button at the top of the page—a new screen will appear.



2. Click **Add Entry/Exit**.



Program	Type	Entry Date	Exit Date
No Entry/Exits found for this client.			

Note: Household members must be established on Profile before creating Entry/Exits.

Data Entry Tip: Once you select Add Entry/Exit you'll see the Household Data Sharing box at the top of the screen. First, complete the Entry Data, and then return to Household Data Sharing.

There are 4 important items you must remember on the Entry/Exit screen:

1. *Provider = Program (not agency). You must select the program that is providing the services.*
2. *Type = HUD 40118. If you must submit an APR or ESG report, you want to select HUD 40118 as the entry type in order to have an accurate report.*
3. *All red questions are required by HUD.*
4. *IF you change the date on the client's entry/exit, after you complete all the fields and click **SAVE**, the Zip Code, Zip Data Quality, and Vet Status will disappear. This happens because the client was created (and this is where this data was originally input) on a date after the Entry was created. There are 2 ways to fix this:*
 - *If the client is NOT attached to a household (is single), then simply re-answer the questions and click **SAVE**.*
 - *If the client has a household, complete the Household Data Sharing—this will complete these "missing fields" for other household members and the Head of Household's file.*

3. Check the boxes next to household members' names that are also entering the program.

- Complete the fields—be careful to make sure the entry date is the date the client actually entered the program. *See note on previous page regarding Entry Date*

Household members

To include household members in this entry/exit, click on the box beside each name. Note: Only members from the same household may be selected.

Household #1 Members:

*Roberts, Bertie

*Roberts, Robert

Entry Data

Provider: ABC APR Program (#107) Provider = Program

Type: HUD-40118 Type = HUD 40118

Entry Date: 01/22/2008 02 : 40 PM

Is client a Juvenile Parent? No H G

Type of Living Situation-HUD: Living With Family (HUD) H G

Type of Living Situation-NC: Living With Family (HUD) H G

Length of Stay-HUD: More than one week, but less than one month (HUD) H G

Is Client Homeless? Yes H G

Is Client Chronically Homeless? No H G

Homelessness Primary Reason: Unemployment (ESG) H G

Zip Code of Last Permanent Address: 28805 H G

Zip data quality: Full Zip Code Recorded (HUD) H G

U.S. Military Veteran? No (HUD) H G

Domestic Violence Victim? No H G

Do you have a disability of long duration? No (HUD) H G

All red questions
are HUD
required.

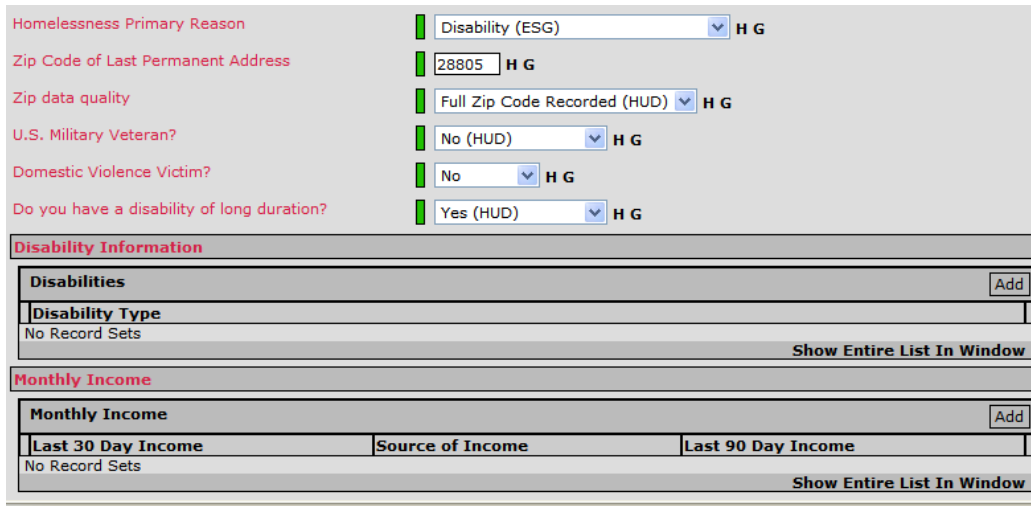
Living Situation Note: Living Situation-NC PiT answer should be the same as the HUD answer EXCEPT when a client was in a public institution (jail, mental health facility, hospital, substance abuse treatment center, juvenile detention center) before coming to your agency AND was there less than 30 days. For example: Norville was staying with friends. He went into the hospital and stayed there 2 weeks. He left the hospital and went to an emergency shelter. Select "Living with friends" for the Living Situation-HUD and "Hospital" for Living Situation-NC PiT.

- Once all fields are complete, click **Save**.
- If the client has a Disability or Income, be sure to complete the Disability and Monthly Income Assessments.

Adding a Disability

If you selected **Disability** as **Homelessness Primary Reason** or **Yes** for **Disability of Long Duration**, you must complete a Disability Assessment. Also, to answer yes for the above questions, the client must have a *diagnosed* disability.

1. If the client has a disability, click **Add** at the bottom of the Entry Data Screen in the Disability Information box.



Homelessness Primary Reason: Disability (ESG) H G

Zip Code of Last Permanent Address: 28805 H G

Zip data quality: Full Zip Code Recorded (HUD) H G

U.S. Military Veteran?: No (HUD) H G

Domestic Violence Victim?: No H G

Do you have a disability of long duration?: Yes (HUD) H G

Disability Information

Disabilities	Add
Disability Type	
No Record Sets	

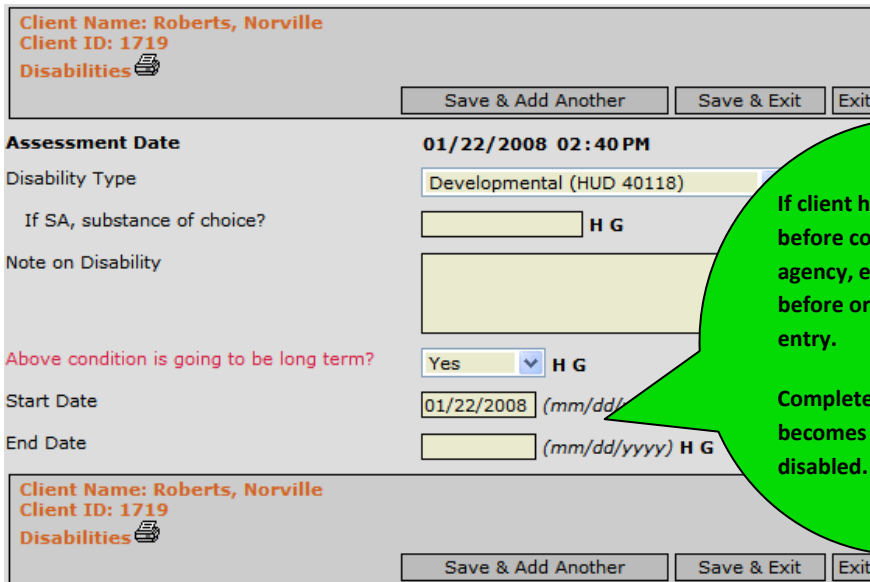
Show Entire List In Window

Monthly Income

Last 30 Day Income	Source of Income	Last 90 Day Income	Add
No Record Sets			

Show Entire List In Window

2. A new window will appear. Complete the fields.



Client Name: Roberts, Norville
Client ID: 1719
Disabilities

Save & Add Another Save & Exit Exit

Assessment Date: 01/22/2008 02:40 PM

Disability Type: Developmental (HUD 40118)

If SA, substance of choice: H G

Note on Disability:

Above condition is going to be long term? Yes H G

Start Date: 01/22/2008 (mm/dd/yyyy) H G

End Date: (mm/dd/yyyy) H G

Client Name: Roberts, Norville
Client ID: 1719
Disabilities

Save & Add Another Save & Exit Exit

If client had a disability before coming to your agency, enter a Start Date before or on the day of entry.

Complete End Date if client becomes no longer disabled.

3. Click **Save & Add Another** if there are multiple disabilities, and click **Save & Exit** when finished.

Tracking Monthly Income

Use the Monthly Income assessment to record any income for your client. This is particularly useful when trying to report a client's financial gains while at your agency.

1. If the client has any income source, click **Add** at the bottom of the Entry Data Screen in the Monthly Income box.

Homelessness Primary Reason: Disability (ESG) H G

Zip Code of Last Permanent Address: 28805 H G

Zip data quality: Full Zip Code Recorded (HUD) H G

U.S. Military Veteran?: No (HUD) H G

Domestic Violence Victim?: No H G

Do you have a disability of long duration?: Yes (HUD) H G

Disability Information

Disabilities	Add
Disability Type	
No Record Sets	

Show Entire List In Window

Monthly Income

Monthly Income	Add	
Last 30 Day Income	Source of Income	Last 90 Day Income
No Record Sets		

Show Entire List In Window

2. A new screen will appear. Complete the fields.

Client Name: Roberts, Norville
Client ID: 1719
Monthly Income

Save & Add Another Save & Exit Exit

Assessment Date: 01/22/2008 02:40 PM

Last 30 Day Income: 330.00 H G

Source of Income: A Veteran's Disability Payment (HUD) H G

Last 90 Day Income: H G

Start Date: 08/18/2000 (mm/dd/yyyy) H G

End Date: (mm/dd/yyyy) H G

Client Name: Roberts, Norville
Client ID: 1719
Monthly Income

Save & Add Another Save & Exit

Start Date refers to the date the client started receiving income, disability benefits, or other any other benefits or income.

End Date refers to the date the client stopped receiving income or benefits.

3. Click **Save & Add Another** to record multiple income sources. Click **Save & Exit** when done.

ADDING HOUSEHOLD DATA

1. Click **Add Household Data**.

Name	Entry Date	Exit Date	Reason Leaving	Destination
Roberts, Bertie	01/22/2008			
▶ Roberts, Norville	01/22/2008			
Roberts, Robert	01/22/2008			

2. A new window will appear.
3. Check the boxes next to the household members' names.
4. Complete the fields that are correct for the *majority* of household members. (See the next page for instructions for household members with different data.)

Household members

To include household members in this "Household Assessment", click on the box beside each name. Note: Only members from the same household may be selected.

Household #1 Members:

*Roberts, Bertie

*Roberts, Robert

Household Data Sharing Assessment

Assessment Date: 01/22/2008 02:40 PM

If enrolling in a program, do this at Entry screen

Is client a Juvenile Parent? No H G

Zip Code of Last Permanent Address: 28805 H G

Zip data quality: Full Zip Code Recorded (HUD) H G

U.S. Military Veteran? No (HUD) H G

Domestic Violence Victim? No H G

Do you have a disability of long duration? No (HUD) H G

Is Client Homeless? Yes H G

Is Client Chronically Homeless? No H G







Type of Living Situation-HUD: Living With Family (HUD) H G

Type of Living Situation-NC: Living With Family (HUD) H G

Length of Stay-HUD: More than one week, but less than one month (HUD) H G

Homelessness Primary Reason: Unemployment (ESG) H G

5. Click **Save and Close**—you'll be taken back to the Entry/Exit Screen where you'll be able to see the Entry/Exit Overview:

Overview - HUD-40118		
Name	Entry Date	Exit Date
Roberts, Bertie	 01/22/2008	
▶ Roberts, Norville	 01/22/2008	
Roberts, Robert	 01/22/2008	

Instructions for Household Members with Different Data: You can change the answers for the 1st client after you save the Household Data by changing it on the Entry Worksheet. If OTHER household members have different answers, click on the pencil next to the other client's name—this will take you into that client's entry data file. From here change the necessary fields.

For example: Norville Roberts comes to your agency with his 2 children. He is a veteran and needs shelter. You create files for Norville and his 2 children in ClientPoint. After completing their Release of Information you input their entry data. First you complete Norville's entry data, answering that he is a veteran. Next you complete the Household Data Sharing Fields. The household members all share the same information except that the children are not veterans—you select NO for Veteran Status and Save the information. You then go back into Norville's file and change his Veteran Status back to YES and Save the information again. Now, the children's data and Norville's is correct, but you didn't have to complete separate entry forms for each household member.