



CHIN HMIS Data Entry Steps

Login <https://chin.servicept.com>

Enter Client via *CLIENTPOINT*

- ▶ Search for client
- ▶ Click client's name, or enter client's demographic info
- ▶ Complete Profile Info
- ▶ ***If necessary, complete Household Data***

Record Client Consent using *ROI*



- ▶ Enter the ROI for the client and household
****Provider=Agency****

Record Program Enrollment via *ENTRY/EXIT*

- ▶ Enroll the client and accompanying household members in a program



****Provider=Program client is entering****
****Type=HUD 40118****
****Start Date=Date client entered program****

*****Use Household Data Sharing if client has Household*****

Record Shelter Stays via *SHELTERPOINT*

- ▶ Select the program from the View Bedlist for Provider dropdown
- ▶ Click on Empty next to a bed
- ▶ Pull up client's file
- ▶ Enter the Entry Date
- ***Be sure to check Household Members in together*****

Record Services via *SERVICE TRANSACTIONS*

- ▶ Multiple Services (record multiple services quickly & easily)
****Provider=Program providing service****
- ▶ Add Need/Service (record needs, services, referrals)
 - Record a Need in Service Transactions
****Provider=Agency****
 - Record a Service from drop-down menu
****Service Provider=Program providing service****
- OR
- Record a Referral from drop-down menu

Exit Client from Program via *ENTRY/EXIT*

- ▶ Exit client from program once they've left
Click pencil for each household member and answer exit questions for each individual

Check client out of bedlist via *SHELTERPOINT*



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