As of January 15, 2010

HPRP Screening Assessment

1. **Have a client sign the Release of Information Form**
   a. Present form to client. Provide a brief oral explanation of their rights as explained in it.
   b. Place original in client's paper file. If requested, provide client with a copy.
2. **Make sure you are entering data under the One Stop Housing Resource Center – Flint – HPRP Screening Provider.**
   a. If there is a different provider in the upper right hand corner of the screen, click on the orange "here" where it says click here to enter data as another provider.
   b. Under the new pop-up, select the One Stop Housing Resource Center – Flint – HPRP Screening Provider. When it asks if you're sure you want to switch providers, select "OK."
3. **Click on the "ClientPoint" Tab.**
4. **Search for a Client**
   a. Enter the *Client's First* and *Last Name* under the *Search for Existing Client* section. Click on the **"Search for Client"** button. (Always search before entering a new client.)
   b. If a client's name appears under the possible matches and the *Year of Birth* and last 4 digits of the Social Security number match, select the client. Otherwise select the **"Add Client with this Information"** button at the bottom of the screen.
5. **Create Household if Applicable.**
   a. If a client is single with no other household members, proceed to step 6.
   b. If a client is part of a household, click the **"Household Information"** link, just below the client's name. To create the household, click the **"Start New Household"** button.
   c. Enter the *Household Type, Head of Household*, and *Relationship to Head of Household* field values. Click **"Start New Household"** button.
   d. Enter additional household members under the "*Add Additional Clients to Household*" section. Always search for household members before adding. Click the **"Add Client With this Information"** button.
   e. When all family members have been entered, select **"Exit and Refresh."**
6. **Create Electronic Release of Information**
   a. Select the orange **"ROI"** button in the section where the client's name is listed.
   b. Click the **"Add Release"** button
   c. Select all members of the household
   d. For **"Release Granted?"** question, select **"Yes"**

   e. Set **Start Date** to the date on the signed ROI. Set **End date** as being *two years forward* from the start date, unless specified otherwise by the program.
   f. Set documentation to **"Signed Statement from Client."**

7. **Complete Household Data under the Household Data Sharing Tab**
   a. Click on the tab, **"Add Household Data"**
   b. Include all members of the household
   c. *Answer all questions in red*
   d. Complete each section of the assessment as needed. For example if a client is Literally Homeless answer all of the questions following "Homeless Detail—Answer if only Literally Homeless." If a client is a Prevention Client and is renting, answer the questions following, "In Rental House/Apartment."
   e. When completed click **"Save and Close."**

8. **Enter the Universal Data Elements for the Head of Household and Household Members.**
   a. Complete *all* fields listed in Red.
   b. To enter fields listed in Red for the remaining Household members click each member's name to access their assessment screen and after questions have been answered, click **"Save Changes."**

9. **Complete the appropriate decision matrix for the Head of Household**
   a. If a client is literally homeless, complete the Rapid Rehousing Decision Matrix
      Otherwise, complete the Homeless Prevention Matrix
   b. When complete, click the save button to save the client information

10. **Enter Appropriate Service Transactions**
   a. Select the **"Service Transactions"** link underneath the main menu bar
   b. Click the **"Add Need/Service"** button
   c. Select all members of the household for the service. Make sure the correct date is in the **"Date Set"** field. Also make sure the Provider reads *"One Stop Housing Resource Center – Flint – HPRP Screening"*
   d. In the "*Select Need from Quicklist*" dropdown, select **"Care/Case Management."**
      Under the "*Select Service from Quicklist*" dropdown, select the **"Same as Need"** link below the dropdown.
   e. In the *"HPRP Housing Relocation & Stabilization Service Provided"* drop down, select **"Case Management"**
   f. Under the Status and Outcome area, in the *"Status Dropdown,"* select **"Closed."** Under *"Outcome,"* select **"Fully Met."** Select **"Save."**
   g. The Screening Assessment is complete.