

HOMES Service Assessment Entry Guide

This guide will walk you through the process of entering in the client and assessment data recorded on standard Veteran Affairs Medical Center HOMES Service Assessments into the Pennsylvania HMIS system. This guide is meant to assist DCED or DCED affiliated staff enter in HOMES Service Assessment data received from VAMCs and VAMC staff that are entering their HOMES Service Assessments directly into PA HMIS.

Please note that this process collects and records an abbreviated version of the HOMES Service Assessment as agreed on by DCED and regional VAMCs to only collect HMIS relevant information.

Background Information:

The HOMES Assessment data collection process can only be performed while logged into the **PA HMIS: HOMES Assessment Workgroup**, as all the functions and processes explained below are only available in this area of the system.

When loading the HOMES Assessment Workgroup you will be placed on the **Clients** tab, where all of the data collection and review will take place.



All data entered into the system, which should be on a by HOMES Service Assessment basis, will start by using the **HOMES Assessment Intake** option located on the top left hand corner of the screen, which is circled in red above. For every HOMES Assessment that needs to be entered, the first step will be to select this HOMES Assessment Intake option. The system will walk you through every screen necessary to record the HOMES Assessment after which the system will return to you this same screen; the process will repeat for each and every HOMES Assessment.

Recording the HOMES Service Assessment:

When a new HOMES Assessment needs to be entered, select the **HOMES Assessment Intake** option, to begin the process. The first screen you are taken to is for a the **HOMES Client Intake**, this screen allows the user to enter in basic information about the client that allows you to search the HMIS database to

try and find a match that already exists. If the client already exists, you can select them and move forward with the HOMES Assessment, if no match exists the system will automatically create a new client before moving to the next step.

e VAMC veteran client and search the system for existing client matches using the Last Name

First Name: *

Middle Initial:

Last Name: *


Suffix:

Birthdate:

Soc Sec No: --

Agency Client: **New Client**

You can also enter in additional information, such as Date of Birth and/or Social Security Number to the Intake form (or the pop-up search window) to further refine the search.

Once the Last Name is completed, or by clicking the  icon within the Last Name field, the system will generate a pop-up window on screen that will take the information entered and search the system for a matching client.

If the system cannot find a match, then this client does not exist in the system and the user can move forward with the new client. No matches are displayed within the pop-up search window by showing the **No Results Found** language at the bottom of the search results grid.

First Name:

Middle Name:

Last Name:

Full Name (Last, First):

Social Security Number: --

Birth Date:

Client ID:

0 records found.

First Name	Middle Name	Last Name	Suffix	SSN	Birth Date	Gender	City	Home Phone	Household	Owned By Your Organization
No Results Found										

When this occurs, simply hit **Cancel** on the pop-up window and then select the **Start HOMES Assessment** at the bottom of the HOMES Client Intake screen.

If the system does find any matches, those clients will be listed in the search results section at the bottom of the screen. If any of those clients are the person you are planning to enter the HOMES Assessment for, select them from the results grid below (clicking anywhere on the client record).

1 record found.

First Name	Middle Name	Last Name	Suffix	SSN	Birth Date	Gender	City	Home Phone	Household	Owned By Your Organization
Matthew		Johnson			11/24/1978	Male			Johnson, Matthew Household	Yes

This existing client will be loaded automatically into the HOMES Client Intake screen, and the system will allow you to move forward by selecting the **Start HOMES Assessment** option.

Please note that if the pop-up client search window does return results, but none of them are for your client, you can simply click the Cancel button on the bottom of the search window and continue the process with a new client.

Once the client has been entered and you have selected the Start HOMES Assessment option, you will be taken to the next step, which includes selecting the appropriate VAMC Program that has been configured in PA HMIS.

Within the **HOMES Enrollment** step, the user will be presented with a list of all of the VAMC sites available under their organization (called Programs in HMIS). Please select the specific VAMC at which this client was assessed. Once the proper VAMC has been identified the veteran will be automatically listed and selected in the grid below.

Program: * HMIS Service Agency - VAMC Program

Household - Excerpt from the HMIS Data Standards Manual "A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit if they were housed)."

Name	Gender	Age	Enrollment Date
Johnson, Matthew	Male	37	03/17/2016

Prior to moving to the next step, the user will need to update the Enrollment Date field to the date in which the HOMES Assessment was completed (Date of Assessment). Once the date has been updated, select **Next Step** on the bottom of the screen, to load the actual HOMES Service Assessment screens.

The final step is to manually transcribe the information that exists on the HOMES Service Assessment form into the HOMES Assessment screens in PA HMIS. The HMIS screens have been built to mirror the form question and responses as closely as possible for ease of completion.

The HOMES Service Assessment has been separated into 6 sections, all of which match the abbreviated VAMC to PAHMIS template that was agreed upon; below highlights each section and details and data element or process that is determined to not be straightforward.

Veteran Identification: this section includes basic identification and demographic information about the veteran with all of the data elements listed matching the assessment form.

Please note that for the “Will the Assessment interview be completed” question, if the answer is No, the HOMES Assessment will be stopped at that point and no further data entry is required.

Assessment Interview: this section also includes basic demographic information; for any data element that is not recorded on the assessment form, please use the “Data Not Collected” response in the HMIS system.

Military History: this section collects only the HMIS relevant questions related to the veteran’s military history.

Military Service Dates: the HMIS requires a full date to be entered for both, if only the year is provided please use January 1st as the default month and day.

Theatre of Operations – for this section, which lists each theatre of operation separately, please answer each operation separately based on the information on the assessment form (please do not assume the response is No).

Living Situation: this is the first section that has a set of questions that is not straightforward and is in regard to the Homelessness History section. The below section provides instructions on how to complete the Homelessness History part of the assessment in HMIS from the information provided on the HOMES paper form.

How long have you been homeless – since the response on the HOMES assessment does not match what is required to be collected in HMIS, please use the following grid to record the information in the HMIS system. Please note, that is the HMIS response for this question is “Yes”, a follow-up Homeless Start Date is required, and the conversion for the date is listed in the 3rd column.

HOMES Response	HMIS Response	Follow-up Date Response
At least one night but less than one month	Yes	Enter Date that is 30 days less than the Date of Assessment
At least one month but less than 6 months	Yes	Enter Date that is 6 months less than the Date of Assessment
At least 6 months but less than 1 year	Yes	Enter Date that is 360 days less than the Date of Assessment (or less than 1 year plus 1 day)

At least one year but less than 2 years	Yes	Enter Date that is 720 days less than the Date of Assessment (or less than 2 years plus 1 day)
Two years or more	Yes	Enter Date that is 2 years less than the Date of Assessment
Unknown	No	--
Veteran declined to answer	Client refused	--
Interviewer omitted item	Data not collected	--

How many separate episodes of homelessness have you experienced in the last three years – this question matches up well, except within the HOMES assessment there is a response for “5 or more”, in HMIS please choose the “Four or more times” option.

(For those with 4 or more homeless episodes) How many months in total have you been homeless in the past three years – within the HOMES assessment only the number of months is collected, within the HMIS system the initial question asks for a range of total months, which is 1 month, between 2 and 12 months and more than 12 months. If you answer between 2 and 12 months, a follow-up question will ask to you enter in the exact number of months between 2 and 12.

How many separate episodes of homelessness have you experienced in the last three years:*

How many months in total have you been homeless in the past three years:*

Number of months (2-12):*

Employment and Income: this section collects information on Cash Income, Non-Cash Benefits and Health Insurance. If the HOMES assessment response to the “did you receive any money or non-cash benefits in the last 30 days” is anything other than ‘Yes’, the system will not require you to enter in any detailed information about the financial sources.

However, if you answer ‘Yes’ to either of the Cash Income or Non-Cash Benefits questions you will be required to select at least one source in the grid(s) that appear on the screen.

Did you receive any money in the past 30 days?:*

Did you receive any non-cash benefits in the past 30 days?:*

Income

Type	Description	Monthly Amount
<input type="checkbox"/>	Earned Income (i.e., employment income)	
<input type="checkbox"/>	Unemployment Insurance	
<input type="checkbox"/>	Supplemental Security Income (SSI)	
<input type="checkbox"/>	Social Security Disability Income (SSDI)	
<input type="checkbox"/>	Veteran's Disability Payment	
<input type="checkbox"/>	Private Disability Insurance	

To record a cash or benefit source, simply select the row for each source


Please note that for Cash Income sources, you will also be required to enter in a monthly amount for each source selected. For all Non-Cash Benefits the monthly amount is optional.

Non-Cash Benefits for Health Insurance: within HMIS, Health Insurance has been separated from the Non-Cash Benefits, so for any HOMES assessment that has insurance sources selected (i.e. Medicare, Medicaid, etc.), you will need to note them in the Health Insurance grid.

If you answer 'Yes' to having Non-Cash Benefits, you will also have to answer a follow-up question to determine if any of those benefits are for insurance sources. If you answer no, you only need to complete the Non-Cash Benefits grid.

Did you receive any money in the past 30 days? : *	No
Did you receive any non-cash benefits in the past 30 days?: *	Yes
Do any of the non-cash benefits include Health Insurance?: *	Yes

However, if some of the benefits are for health insurance, select 'Yes' for the above question and Health Insurance grid will appear to collect those sources. To add a source, click on the first row in the grid, from the Type list, select the appropriate insurance source. Add all of the insurance sources indicated in the HOMES assessment.

Non-Cash Benefits - Health Insurance			
 Note on Existing Sources - If a client had an insurance source but no longer has it. Please enter an end date and update the status appropriately.			
<input type="checkbox"/>	Type ^	Is Primary ^	Status ^
<input checked="" type="checkbox"/>	Medicare	<input checked="" type="radio"/>	Active
<input type="checkbox"/>	-- SELECT --	<input type="radio"/>	-- SELECT --

Please ensure that each insurance source has a status of "Active" and the "Is Primary" option is enabled on at least of the insurance sources entered.

Clinical Status: this section only contains a single straightforward question to identify the veteran as having a disabling condition.

END OF INTERVIEW – This will mark the end of the HOMES Service Assessment; select **Save** on the bottom right hand corner of the screen to finalize the information entered. Please note that will the entire assessment has 6 different screens, no data is saved until end of the interview is reached and this final save button is selected.

Once the HOMES Service Assessment is completed and saved in PA HMIS you will see the following screen.



Click on the Finish button, and the system will load the original client screen. You can take the HOMES Service Assessment and begin again, using the **HOMES Assessment Intake** option on the top left hand corner of the screen.