

# HMIS – Outreach Addendum



**HMIS**

**Homeless Management  
Information System**

All example client names depicted herein are completely fictitious. No association with any real organization or persons is intended or should be inferred.

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## Introduction

This addendum is a guide for Outreach programs and their workflows. The HMIS Introductory packet will cover all of the basics common to all HMIS programs. This packet is intended to cover the additional data required for Outreach program participants to track. This packet will cover any Outreach specific guidance for the entire workflow. Any question or workflow not noted in this packet indicates the HMIS standards are no different for Outreach workers. In these cases, please refer to you HMIS Introductory Packet for guidance, which will detail questions and workflows not present here.

## OUTREACH Entry Assessment – Program Specific Elements

In addition to the questions that every project must answer, OUTREACH programs have a number of additional data elements they must capture. This addendum will discuss additional details to existing elements and how to complete OUTREACH specific data fields.

### OUTREACH Program Data Elements Questions

These elements are program specific questions that are required by Outreach projects. Outreach has unique program elements that must be tracked. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided.

### Entry Program Elements Specific to OUTREACH

- **Contact:** This sub-assessment is used to record every contact that is made with a client. There are a series of required questions that must be completed on the sub-assessment.
  - **Date:** You will record the date the contact with the client occurred.
  - **Staying on the Street, ES, or SH:** The user will record “Yes”, “No”, or “Worker Unable to Determine” to indicate if the contact was in a homeless situation.
- **Date of Engagement:** This field records the date the client is engaged. Engagement is considered to be when the client agrees to an interactive case management relationship with a deliberate intent to change their circumstances. One-time services are not considered engagement.

## OUTREACH Entry Assessment – Program Specific Guidance

Outreach programs will exit clients for one of three scenarios. These scenarios are listed below.

- **The client is out of contact:** Refer to your agency guidelines. After some point of no contact the client should be exited from the program. If the client is met again at some time in the future a new entry should be created.
- **The client is deceased:** Exit the client if you discover that the client has passed.
- **The client becomes permanently housed:** Exit the client if your client becomes housed. At this point the Outreach program is complete.

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