HMIS – PATH Addendum

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 PATH 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 elements that the PATH requires its PATH program participants to track. This packet will cover any PATH specific guidance for the entire workflow. Any question or workflow not noted in this packet indicates the PATH standards are no different from the HMIS standards. In these cases, please refer to you HMIS Introductory Packet for guidance, which will detail questions and workflows not present here.

Entering a Client into HMIS

PATH programs offer no additional elements or workflow when entering a new client into HMIS. Nonetheless, there is some additional guidance for PATH programs regarding the veteran status field. Please see below for details.

PATH Entry Assessment – Program Specific Elements

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

PATH Program Data Elements Questions

These elements are program specific questions that are required by PATH projects. PATH both has additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided.

Entry Program Elements Specific to PATH

- **PATH Status:** This field is required for every project and should not be left blank after the client leaves. This information may be filled out prior to exit, but it must be filled out at exit if these fields are blank. These questions are relevant to determining client eligibility and essential for reporting purposes. The following questions help determine the client's status.

    o **Date of PATH Status Determination:** This field reflects the date a client's PATH status was ascertained.

    o **Client became enrolled in PATH:** Select "Yes" or "No".
        ▪ **If "No" to above, why:** Select from the two options.

- **Connection with SOAR:** Record what, if any connection, the client has to a SOAR program. Any change in this field should be recorded in an update.

PATH Exit Assessment – Program Specific Elements

PATH programs both have additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided. Please note, the PATH exit assessment contains a number of elements that were answered in the entry assessment. The purpose in repeating these questions is to understand how the client's situation has

changed during the tenure at the project. There are also many additional questions unique to the exit assessment. Please see below for detailed explanations for PATH specific program guidance.

Exit Program Elements specific to PATH
- **Connection with SOAR:** Record what, if any connection, the client has to a SOAR program. Any change in this field at exit should be recorded.

PATH Services

Unlike some programs, PATH projects are required to record services for their clients. In addition to the workflow that is covered in the Case Management training, PATH also has to complete additional fields while recording services. This section will cover how to complete the additional fields. Any steps not mentioned here will remain the same as presented in the HMIS Introductory packet.

PATH Specific Elements
- **Services Provided – PATH Funded:** This field is used to record PATH funded services to clients, specifically during client enrollment. Services do not have to be recorded prior to project enrollment, but it is strongly encouraged. Non-PATH funded services should not use this field for recording non PATH-funded services. For a full list of options and their definitions please refer to the back of this packet.

PATH Services Workflow

This section will detail the specific area to track PATH services. Any steps not covered here are the same steps as covered in the Case Management packet. Refer to that packet where necessary. Please remember you are only required to record services on the head of household's record.

1) "Service Provider", "Start Date", and "End Date" will auto-populate.

2) Select appropriate "Service Type" from dropdown.

3) Click "Save & Continue". The screen will expand.
   a. A pop-up will appear. Please refer to below picture for next steps.

Service Type*	🖊 At Risk/Homeless Housing Related Assistance Programs (BH-0500)
Provider Specific Service	-Select- ▾
Service Location	-Select- ▾
Service Notes	
Type of PATH FUNDED Service Provided	Screening ④ ▾

4) Record the appropriate service in the "Type of PATH FUNDED Service Provided" field.

5) Complete **Need Information** section at bottom. For additional guidance refer to the Case Management packet.

PATH Referrals

Unlike many programs, PATH projects are required to record referrals which occur during project enrollment. Referrals that are PATH-Funded should not be recorded prior to enrollment. The referrals process for PATH does not deviate from the Case Management training with the exception of one additional field. Please refer to the Case Management packet for guidance where not provided here.

PATH Specific Elements

- **Referrals Provided – PATH**: This field is used to record PATH-funded referrals for a client during project enrollment. Non-PATH funded referrals should not use this field for recording non PATH-funded referrals. For a full list of referral options and their definitions please refer to the back of this packet.

- **If any "Type of PATH Referral" made, select Outcome:** You will have three options in this field. By exit, every referral should have one of the three options detailed below selected.
  - **Attained:** Means the client was connected to and received the referred service.
  - **Not Attained:** Means the client was referred for a service, but did not receive the service.
  - **Unknown:** Means the status of the referral is unknown.

PATH Referrals Workflow

For PATH referrals you will complete the referrals in the same fashion as outlined in the Case Management packet. The only addition is two dropdowns, which will be detailed here.

1) After selecting your referral provider(s), as detailed in the Case Management packet, you will complete the "Type of PATH Referral" field.

2) By project exit, complete the field "If any "Type of PATH Referral" made, select Outcome".

3) Continue processing the referral as normal, by completing the **Referrals** and **Selected Needs** sections.

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PATH-Funded Service Definitions

PATH-Funded Service	Definition
Re-engagement	The process of engaging with PATH-enrolled individuals who are disconnected from PATH services.
Screening	An in-person process during which a preliminary evaluation is made to determine a person's needs and how they can be addressed through the PATH Program.
Clinical assessment	A clinical determination of psychosocial needs and concerns.
Habilitation/rehabilitation	Services that help a PATH client learn or improve the skills needed to function in a variety of activities of daily living.
Community mental health	A range of mental health and/or co-occurring services and activities provided in non-institutional settings to facilitate an individual's recovery. Note: This category does not include case management, alcohol or drug treatment, habilitation, or rehabilitation, as they are standalone services with distinct definitions.
Substance use treatment	Preventive, diagnostic, and other services and supports provided for people who have a psychological and/or physical dependence on one or more substances.
Case management	A collaboration between a service recipient and provider in which advocacy, communication, and resource management are used to design and implement a wellness plan specific to a PATH-enrolled individual's recovery needs.
Residential supportive services	Services that help PATH-enrolled individuals practice the skills necessary to maintain residence in the least restrictive community based setting possible.
Housing minor renovation	Services, resources, or small repairs that ensure a housing unit is physically accessible and/or that health or safety hazards have been mitigated or eliminated.
Housing moving assistance	Funds and other resources provided on behalf of a PATH- enrolled individual to help establish that individual's household. Note: This excludes security deposits and one-time rental payments, which have specific definitions.
Housing eligibility determination	The process of determining whether an individual meets financial and other requirements to enter into public or subsidized housing.
Security deposits	Funds provided on behalf of a PATH-enrolled individual to pay up to two months' rent or other security deposits in order to secure housing.
One-time rent for eviction prevention	One-time payment on behalf of PATH-enrolled individuals who are at risk of eviction without financial assistance.

PATH-Funded Referrals Definitions

PATH Referral	Definition
Community mental health	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that stabilizes, supports, or treats people for mental health disorders or co-occurring mental health and substance use disorders.
Substance use treatment	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers preventive, diagnostic, and other services and supports for individuals who have psychological and/or physical problems with use of one or more substances.
Primary health/dental care	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers physical and/or dental health care services.
Job training	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that helps prepare an individual to gain and maintain the skills necessary for paid or volunteer work.
Educational services	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers academic instruction and training.
Housing services	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers assistance with attaining and sustaining living accommodations.
Permanent housing	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers residence in a stable setting where length of stay is determined by the individual or family without time limitations, as long as they meet the basic requirements of tenancy.
Temporary housing	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers shelter in a time-limited setting.
Income assistance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers benefits that provide financial support.
Employment assistance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers assistance designed to lead to compensated work.
Medical insurance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers coverage that provides payment for wellness or other services needed as a result of sickness, injury, or disability.

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