Shelter Count Guide: How to Enter a Service in HMIS

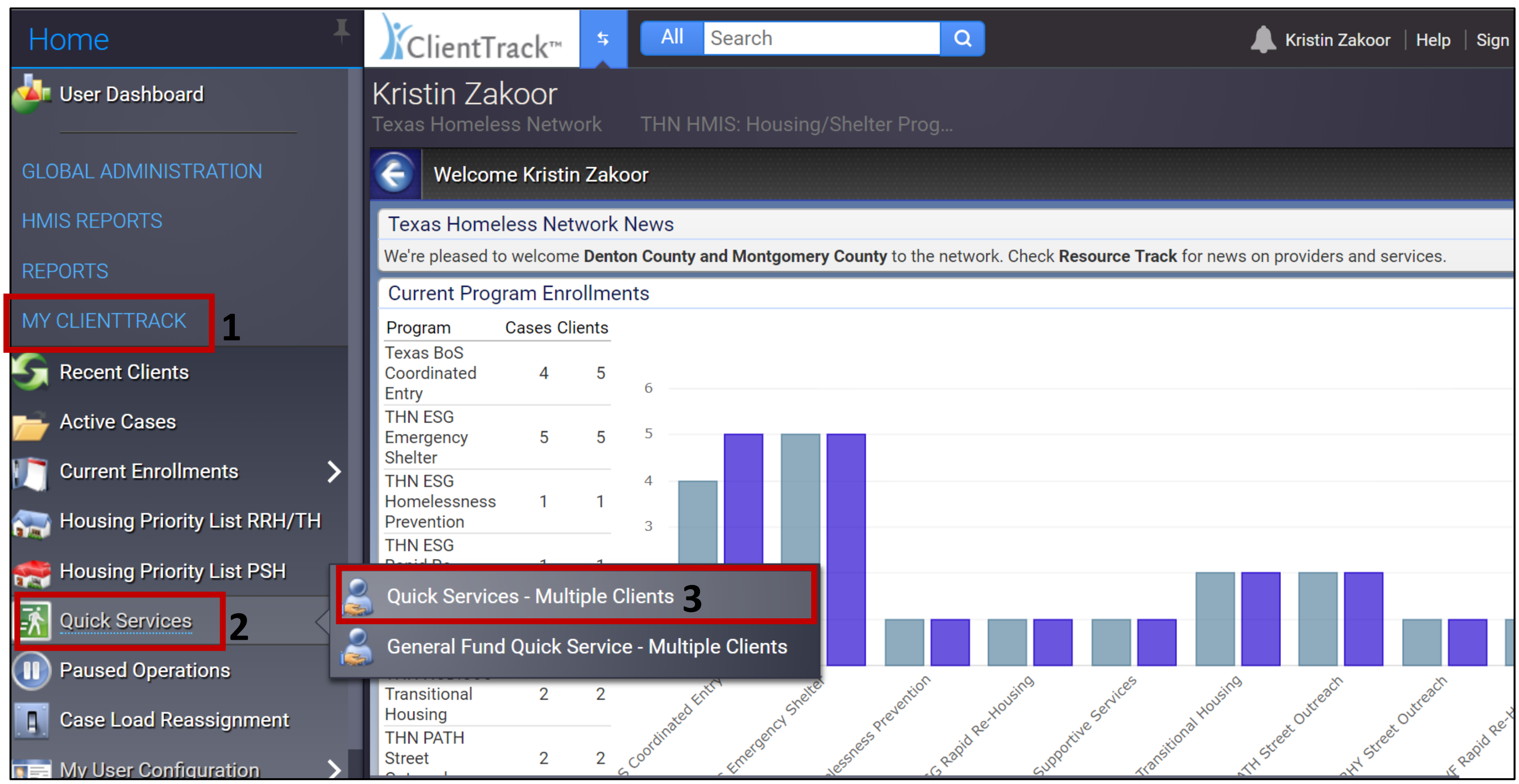
Please remember to enter a "PIT Count 2018 Service" for each client that completes a Point-in-Time Count survey on January 25th, 2018.

For a quick video tutorial click here

How to:

In order to add a service to multiple clients at once, all clients need to be in the same program.

1. Start off in your "Home" work space and click on "MY CLIENTTRACK"
    a. Hover over "Quick Services" and select "Quick Services-Multiple Clients."



2. On “Quick Service” screen, you will need to select the following:
    a. Service Screen- “Direct Service”
    b. Service- “PIT Count 2018” (once selected, “Default units” and “Unit of Measure” should auto-populate)
    c. Service Date- “1/25/18”
    d. Program Enrollment-“Choose your specific program”

3. Selecting Clients
    a. You want to make sure you are selecting only the clients that are enrolled in the program AND have completed a PIT survey.
    b. You may select clients in one of two ways:
        i. If all the clients enrolled in the program completed the PIT survey then you can do a mass select of everyone by clicking on the box that has Client* next to it.
        ii. If you need to select one client at a time from the list, do so by clicking on the box before their name.
        iii. Once finished selecting clients, click “Save and Close.”