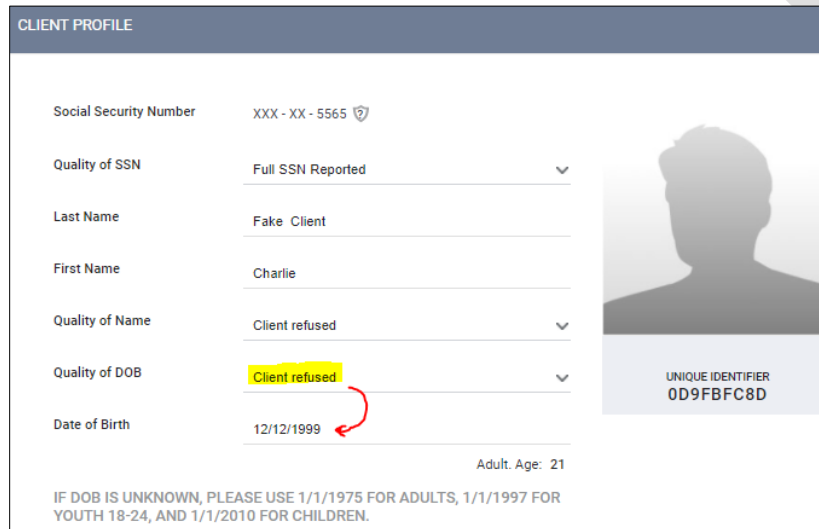




CLARITY USER TIPS and SYSTEM UPDATES

 **Clarity Update:** Effective January 5, 2020, the Date of Birth field will no longer appear if 'Quality of DOB' field is Don't Know/Refused.



CLIENT PROFILE

Social Security Number	XXX - XX - 5565
Quality of SSN	Full SSN Reported
Last Name	Fake Client
First Name	Charlie
Quality of Name	Client refused
Quality of DOB	Client refused
Date of Birth	12/12/1999

Adult Age: 21

UNIQUE IDENTIFIER
0D9FBFC8D

IF DOB IS UNKNOWN, PLEASE USE 1/1/1975 FOR ADULTS, 1/1/1997 FOR YOUTH 18-24, AND 1/1/2010 FOR CHILDREN.

Recording Date of Birth (DOB) in HMIS: Record the month, day, and year of birth for every person served. When enrolling a client who already has a record in the HMIS, verify that the date of birth is accurate and correct it if it is not. **If the client cannot remember or refuses to provide their DOB**, it may be estimated by **asking the person's age and calculating the approximate year of birth**. Record an approximate date of '01' for month and '01' for day. You may also use a default value of **1/1/75 for adults, 1/1/97 for youth, and 1/1/2010 for children**. Select "Approximate or partial DOB reported."

If ROI was set to No:

When *Consent Refused* is toggled on in a newly created client record, the system will automatically select a default value of "Approximate or partial DOB reported" rather than "Client refused" (so that the DOB field will appear and an approximate can be entered).

'Move-In Date' is for STABLE/PERMANANT HOUSING SITUATIONS ONLY

The rationale for the **Move-in Date** field, located on the client enrollment screen in HMIS, is to know when your client was housed. This field should only be completed if and when your client is placed into **permanent housing**. For PSH and RRH projects, if your client entered your project on 01-01-2020, but was not housed until 04-01-2020, you would enter their project start date as 01-01-2020 and report their housing move in date as of 04-01-2020. This field is not the same as the enrollment date, unless the client was actually housed on the same date they were accepted into the PH project.

For projects who record a Move-in Date at exit: Only report the move in date if a client exited to a permanent housing situation. Permanent housing does not include emergency shelter, living with family or friend's temporary



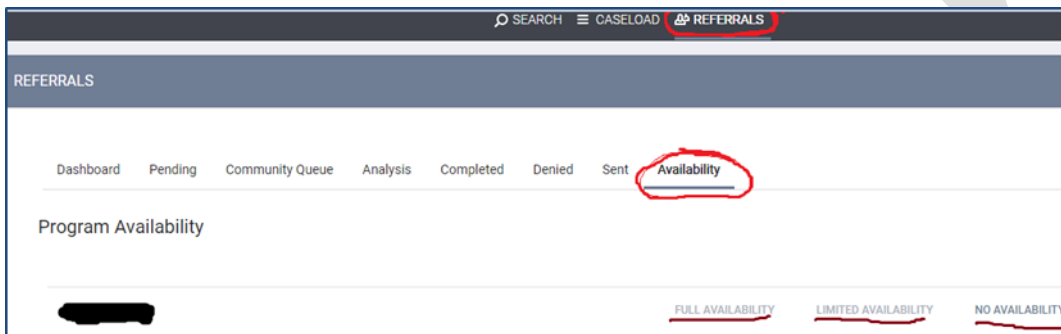
basis, hospitals, residential treatment facilities, places not meant for habitation, halfway houses, or transitional housing.



All Permanent Supportive Housing Programs should be Reporting PSH Unit Availability!

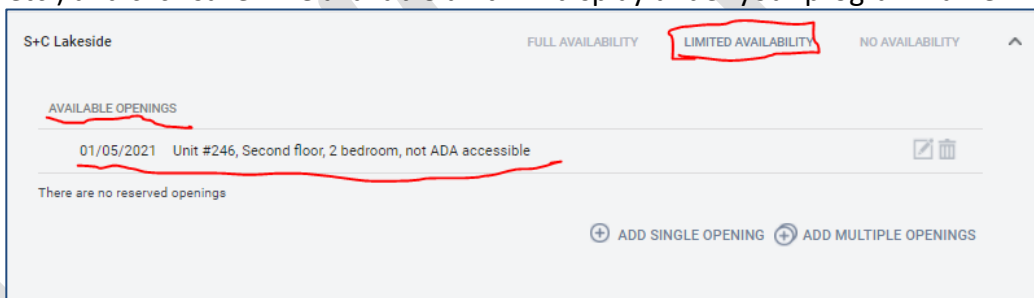
Report your unit availability in Clarity using the following steps:

1. From the Search screen select the Referrals Tab.
2. Under the Referrals header select the Availability Tab. Locate the program name that has unit availability. Select **Limited Availability** if at least one unit or more is available.













3. You will have the option to select “Add Single Opening” or “Add Multiple Openings”.

- If you select “Add Single Opening” add the **date** the unit will be available and a **description** of the unit (i.e., unit number, ADA accessibility, first floor unit/second floor unit, # of rooms, pet friendly etc.) and click save. The available unit will display under your program name.



- If you select “Add Multiple Openings”, enter the **number of units** available, the **date** they will be available and a **description** of each unit.

- Once you complete the descriptions click “Save Changes”. The units will display as separate openings:

S+C Lakeside		FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY
AVAILABLE OPENINGS				
01/05/2021	Unit #246, Second floor, 2 bedroom, not ADA accessible			 
01/04/2021	unit #345 one bedroom, first Floor, Unit #123 2 bedroom. first floor ADA accessible, Unit #211 3 bedroom ADA accessible, pet friendly.			 
01/04/2021	unit #345 one bedroom, first Floor, Unit #123 2 bedroom. first floor ADA accessible, Unit #211 3 bedroom ADA accessible, pet friendly.			 
01/04/2021	unit #345 one bedroom, first Floor, Unit #123 2 bedroom. first floor ADA accessible, Unit #211 3 bedroom ADA accessible, pet friendly.			 
There are no reserved openings				
 ADD SINGLE OPENING  ADD MULTIPLE OPENINGS				

- Finally, a notification of the available unit will be sent through HMIS to the matchmaker, who has the ability to match clients on the queue to a unit that meets their needs.

De-Activating User Access for Departed Employees

As a Continuum of Care, it is our responsibility to ensure proper controls are in place to protect client PII and HMIS data in every possible way. As part of implementing safeguards to prevent unauthorized individuals from accessing our HMIS database, we are asking you to notify us of any HMIS users departing from your agency. Please send a notification email to h3redteam@cchealth.org. Please include the agency name and the name of the departed employee(s). Once we receive the notification we will de-activate their user license so they will no longer be able to access the HMIS database.

Thank you for being a valued contributor to our Homeless Management Information System!!!

If you have any questions or would like to schedule training, please email H3redteam@cchealth.org.