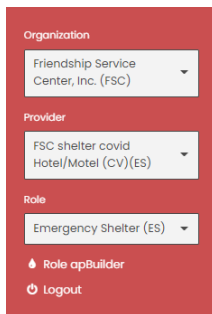


HMIS Participating Hotel/Motel Program – PIT Count Process:

1. Make sure to set your Organization/Provider and Role Correctly



Organization
Friendship Service Center, Inc. (FSC)

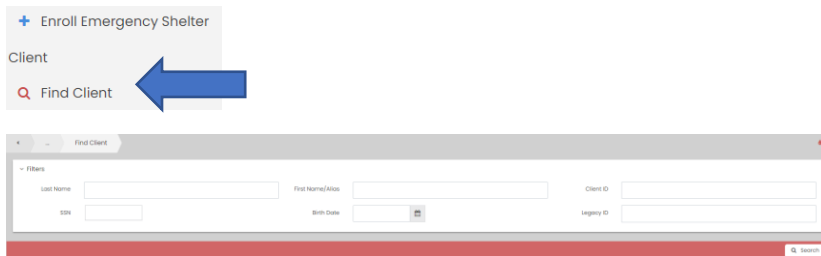
Provider
FSC shelter covid Hotel/Motel (CV)(ES)

Role
Emergency Shelter (ES)

Role apBuilder

Logout

2. Using Find Client – search for the head of household



+ Enroll Emergency Shelter

Client

Find Client

Find Client

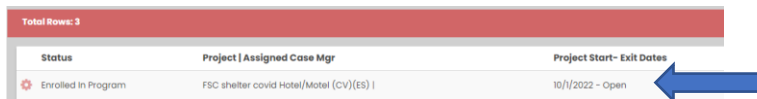
Filters

Last Name: First Name/Initials: Client ID:

SSN: Birth Date: Legacy ID:

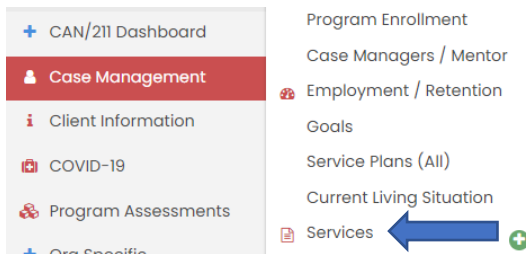
Search

3. Once you have found the head of household record, make sure their enrollment is still open. If the enrollment is closed you will not be able to create the Hotel/Motel service for PIT



Status	Project Assigned Case Mgr	Project Start- Exit Dates
Enrolled in Program	FSC shelter covid Hotel/Motel (CV)(ES)	10/1/2022 - Open

4. From the left side menu select Case Management and then select Services



- + CAN/211 Dashboard
- Case Management
- Client Information
- COVID-19
- Program Assessments
- Org Specific

- Program Enrollment
- Case Managers / Mentor
- Employment / Retention
- Goals
- Service Plans (All)
- Current Living Situation
- Services

5. Click on Add New in the top Right

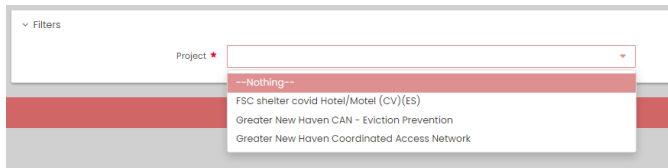


Services Summary - CT HMIS

Add New

Total Rows: 1

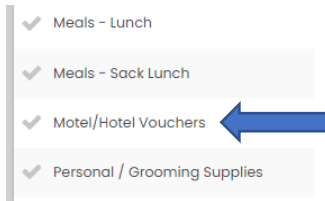
6. Select the Hotel/Motel enrollment from the program drop down menu



The screenshot shows a 'Filters' section with a 'Project' dropdown menu. The dropdown is open, displaying the following options: '--Nothing--', 'FSC shelter covid Hotel/Motel (CV)(ES)', 'Greater New Haven CAN - Eviction Prevention', and 'Greater New Haven Coordinated Access Network'. The 'FSC shelter covid Hotel/Motel (CV)(ES)' option is highlighted in red.

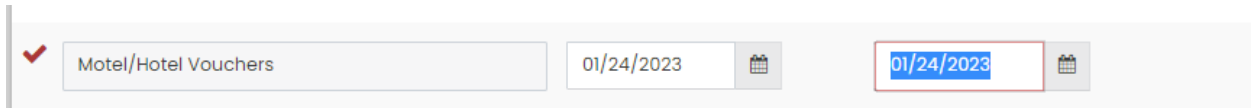
7. You will not need to click anything else, the services options will auto-populate once you select the program.

8. Scroll down until you find the Hotel/Motel Voucher services and select it.



The screenshot shows a list of services with a checkmark icon to the left of each item. The items are: 'Meals - Lunch', 'Meals - Sack Lunch', 'Motel/Hotel Vouchers', and 'Personal / Grooming Supplies'. A blue arrow points to the 'Motel/Hotel Vouchers' item, which is highlighted in light blue.

9. Enter the PIT date and click save



The screenshot shows a form with a red checkmark icon on the left. The form contains a dropdown menu with 'Motel/Hotel Vouchers' selected, a date field with '01/24/2023' and a calendar icon, and a 'save' button with a calendar icon. The date field and the 'save' button are highlighted with a red border.

10. This only needs to be done for the head of household. All members enrolled with the head of household will be included in this service and their data will be pulled into the PIT database as well.