HMIS Participating Hotel/Motel Program – PIT Count Process:
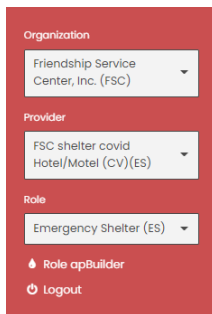
1. Make sure to set your Organization/Provider and Role Correctly
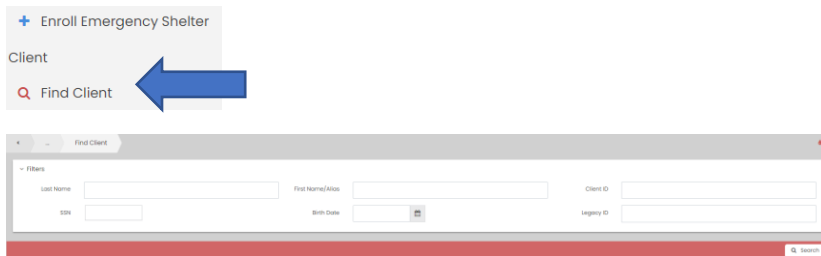
2. Using Find Client – search for the head of household
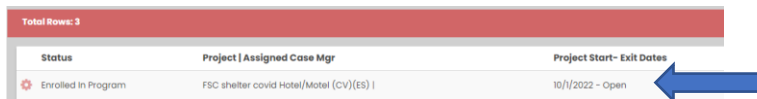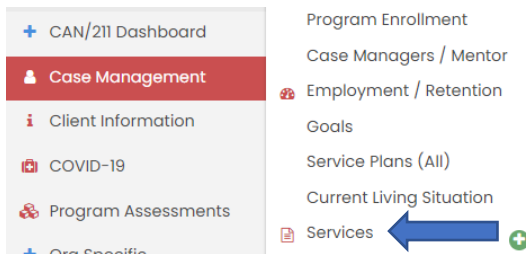

3. Once you have found the head of household record, make sure their enrollment is still open. If the enrollment is closed you will not be able to create the Hotel/Motel service for PIT

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

5. Click on Add New in the top Right
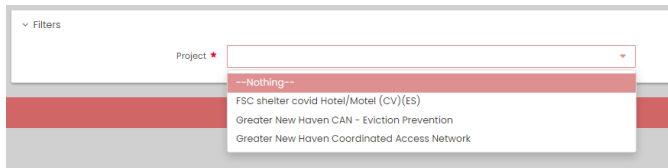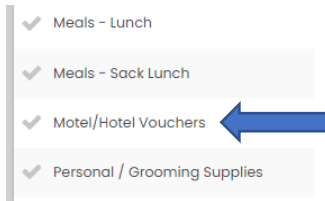
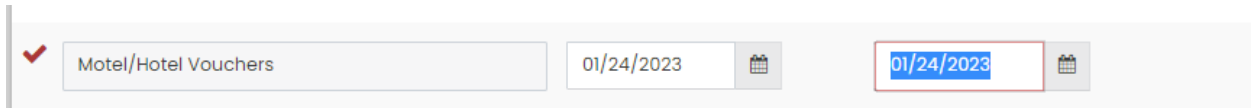6. Select the Hotel/Motel enrollment from the program drop down menu

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.

9. Enter the PIT date and click save

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.