



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

RRH / ESG – Checklist

Revised 12.01.15

STEP 1 –

Have All Adult Members Of The Family Sign The “HMIS Consumers Informed Consent & Release Of Information” Form

STEP 2 –

Search For Your Client (And ALL Family Members) Using All 3 Methods (If Necessary)

STEP 3 –

Edit Existing Client(s) Profile Screen or Add New Client(s)

STEP 4 –

Join All Members Of The Family To Create A Household

STEP 5 –

Enroll All Family Members Into The Program Using A Program Entry Date Of The Day You Begin To Work With Them (Select All Family Members Receiving Services**)**

STEP 6 –

When Family Finds Housing And “Leases-Up” Complete A Status Assessment To Capture The Move-In Date (For All Family Members**)**

STEP 7 –

Select “Rental Assistance” From Services To Show A Bed Is Being Designated For All Family Members (MUST Be Done at Move-In, Select End Date For At Least 1 Month Past Max Amount Of Subsidy**)**

STEP 8 –

Exit All Client(s) from Program When They are No Longer Receiving Rental Assistance *Or If You Are No Longer Working With Them To Secure Housing* (End “Rental Assistance” Service for All Family Members Using Correct Date**)**