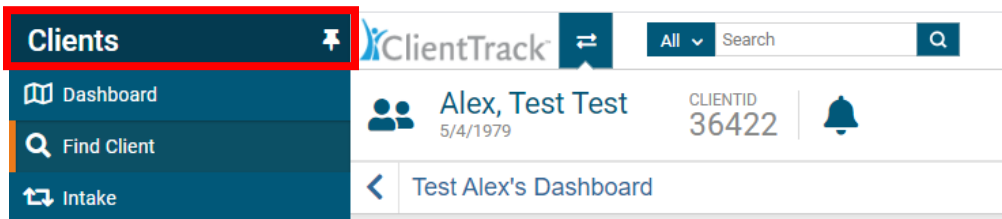
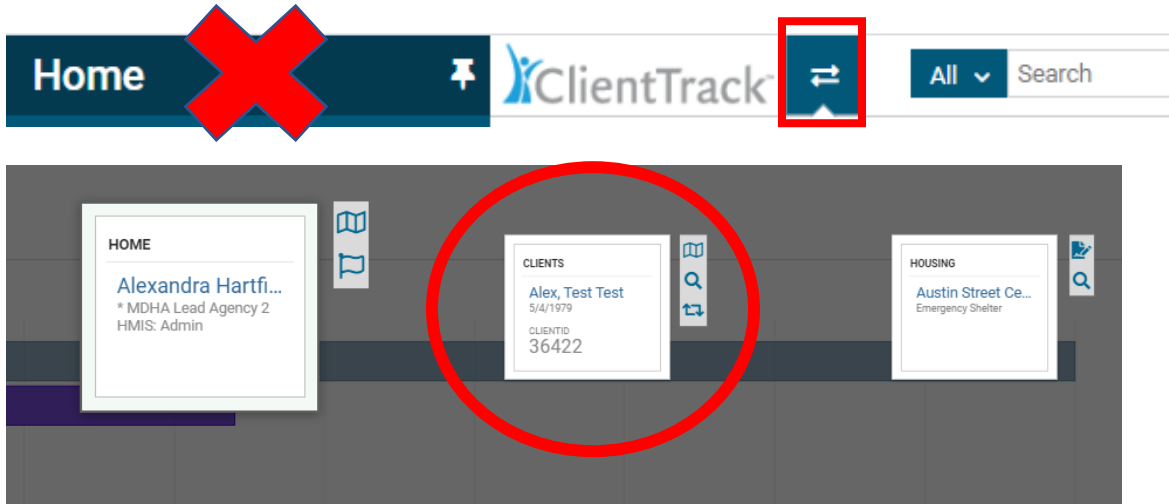


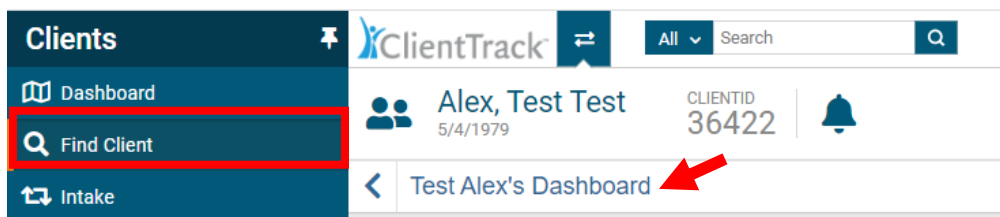
Bar List

How to Bar a client from Services and/or Programs

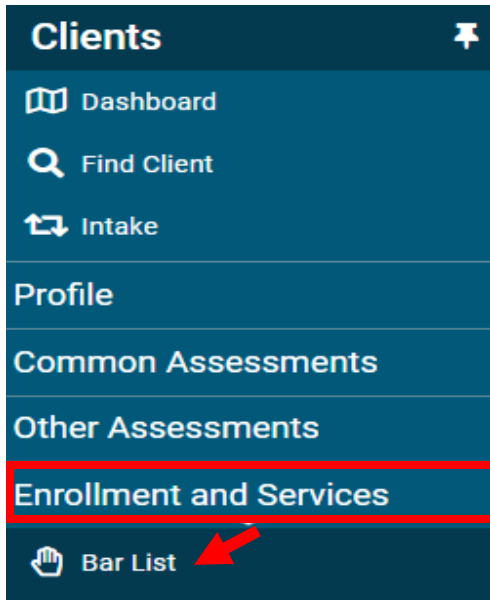
1. To locate the Bar List option, you must be on the "Clients" workspace. Click on the two arrows at the top of your screen, click on "Clients" Workspace and then the client dashboard will appear.



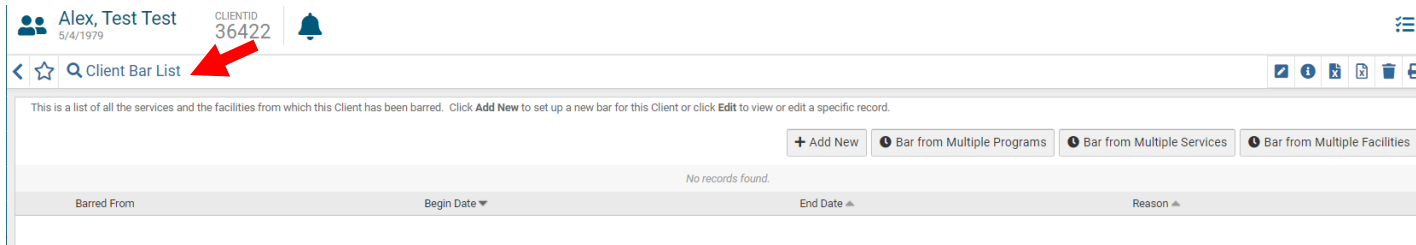
2. Find the client that you need to Bar so that you are on their Dashboard.



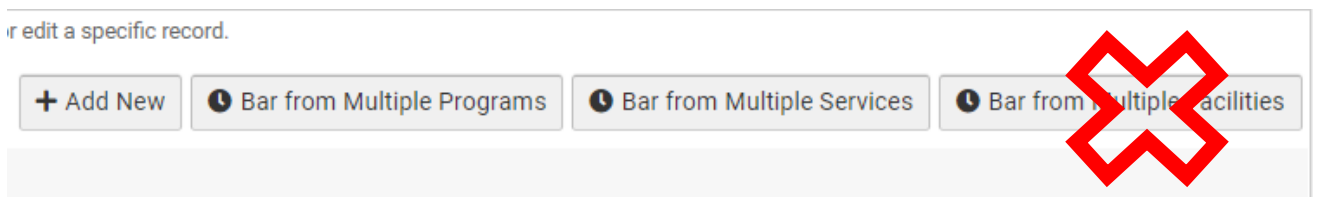
- From the client's dashboard, go to the blue menu options on the left-hand side of the screen. From these options, click on Enrollment and Services and then Bar List.



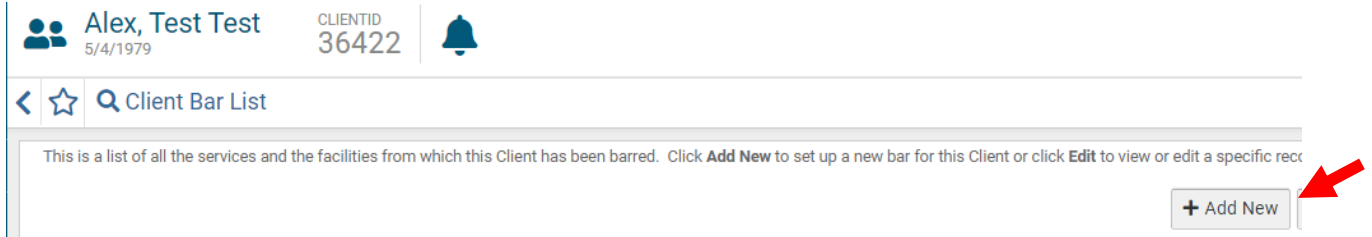
- The Client Bar List screen will appear. This screen will allow you to view all the services and programs from which this client is barred. From this screen you can either +Add New Bar, Bar from Multiple Programs or Bar from Multiple Services.



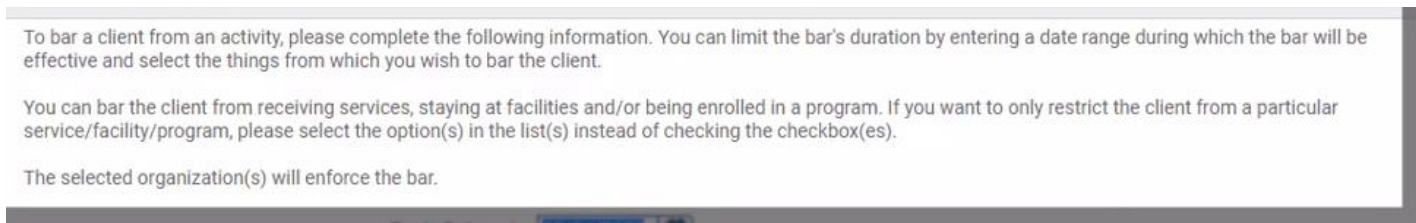
- DO NOT use the Bar from Multiple Facilities options.





6. To add a new Bar, click on +Add New from the Client Bar List screen.




7. From +Add New you will receive instructions at the top of the screen. Please be sure to review these instructions so that you choose the correct method of Barring (i.e. a single service or program or all services and programs).



8. From the +Add New button, this screen will appear along with the instructions in step 7. Notice that the Begin date will populate for today's date. Change the begin date if needed and you can also put an end date for the Bar, if applicable.

Begin Date: * 05/20/2020  

End Date: 

Service: -- SELECT --

Bar from All Services:

Facility: -- SELECT --

Bar from All Facilities:

Program: -- SELECT --

Bar from All Programs:

Enforcing Organizations:

- MDHA Lead Agency 2
- *** MDHA Training
- Agape
- AIDS Services of Dallas 2
- American GI Forum
- ASD

Reason(s):

- Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- Drug Use/Selling/Possession
- Drunk Only
- Drunk/Disorderly/Refusing Test

Notes:

- From the +Add New Client Bar List, you can either choose a specific service or check the box for all services. You can either choose a specific program, or you can check the box for all programs (YOU DO NOT NEED TO DO BOTH AS SHOWN). The Enforcing Agency will only be your agency and Reason(s) for the bar can either be single or multiple select from a list of pre-defined options (you have the option of creating a note if needed). DO NOT Bar from Facility. Click Save and Close.

Begin Date: * 05/20/2020

End Date:

Service: Case Management

Bar from All Services:

Facility: - SELECT -

Bar from All Facilities:

Program: MDHA - Outreach & Assessment

Bar from All Programs:

Enforcing Organizations:

- * MDHA Lead Agency 2
- *** MDHA Training
- Agape
- AIDS Services of Dallas 2
- American GI Forum
- ASD

Reason(s):

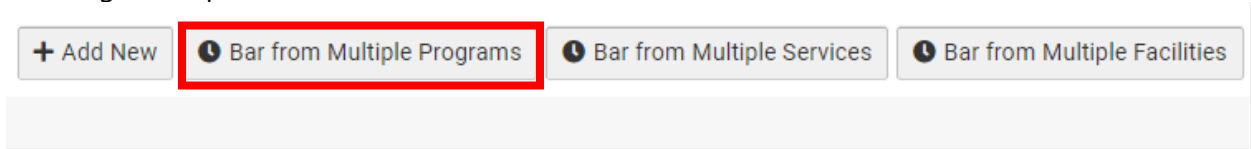
- Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- Drug Use/Selling/Possession
- Drunk Only
- Drunk/Disorderly/Refusing Test

Notes:

- Once you have saved your Bar options, you will be re-directed back to the main Client Bar List screen where you will now see the specific service and programs that you Barred your client from.

Barred From	Begin Date ▼	End Date ▲	Reason ▲
Case Management, MDHA - Outreach & Assessment	05/20/2020		Assault on Premises (toward anyone), Case Management, Failure to Comply, Drunk Only

11. If you want to Bar a client from Programs ONLY, then click on the Bar from Multiple Programs option from the Client Bar List screen.



12. From the Bar from Multiple Programs screen, you can choose which specific programs and for what reasons you want to Ban the client. Notice that the Begin date will populate for today's date. Change the begin date if needed and you can also put an end date for the Bar, if applicable. Use the Restriction column for notes if needed, but it is not required. Click Save and Close.

Begin Date: * 05/21/2020

End Date:

Enforcing Organizations:

- All Organizations
- * MDHA Lead Agency 2
- MDHA Training
- Agape
- AIDS Services of Dallas 2
- American GI Forum
- ASD

Reason(s):

- Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- Drug Use/Selling/Possession
- Drunk Only
- Drunk/Disorderly/Refusing Test

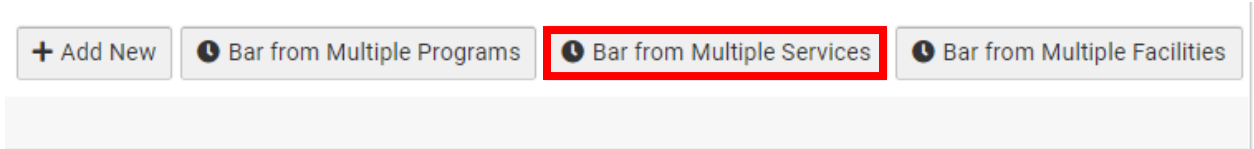
7 results found.

<input type="checkbox"/>	Program Name ▲	Restriction ▲
<input checked="" type="checkbox"/>	MDHA - Collin County Intake	<input type="text"/>
<input checked="" type="checkbox"/>	MDHA - DART INACTIVE	<input type="text"/>
<input type="checkbox"/>	MDHA - DHA ARA HCV Program(inactive)	<input type="text"/>
<input type="checkbox"/>	MDHA - DOPS INACTIVE	<input type="text"/>
<input type="checkbox"/>	MDHA - Flexfund INACTIVE	<input type="text"/>

13. Once you have saved your Bar options, you will be re-directed back to the main Client Bar List screen where you will now see the specific Programs that you Barred your client from.

Barred From	Begin Date ▼	End Date ▲	Reason ▲
MDHA - Collin County Intake	05/21/2020		Cursing Only, Drug Use/Selling/Possession
MDHA - DART INACTIVE	05/21/2020		Cursing Only, Drug Use/Selling/Possession

14. If you want to Bar a client from Services ONLY, then click on the Bar from Multiple Services options from the Client Bar List screen.



15. From the Bar from Multiple Services screens, you can choose which specific services and for what reasons you want to Ban the client. Notice that the Begin date will populate for today's date. Change the begin date if needed and you can also put an end date for the Bar, if applicable. Use the Restriction column for notes if needed, but it is not required. Click Save and Close.

Begin Date: * 05/21/2020

End Date:

Enforcing Organizations: All Organizations

- * MDHA Lead Agency 2
- MDHA Training
- Agape
- AIDS Services of Dallas 2
- American GI Forum
- ASD

Reason(s):

- Assault on Premises (toward anyone)
- Case Management, Failure to Comply
- Cursing Only
- Drug Use/Selling/Possession
- Drunk Only
- Drunk/Disorderly/Refusing Test

41 results found.

Service ▲	Restriction ▲
<input checked="" type="checkbox"/> DART Bus Pass-Daily	<input type="text"/>
<input checked="" type="checkbox"/> DART Program Enrollment	<input type="text"/>
<input checked="" type="checkbox"/> Event Attendance	<input type="text"/>
<input type="checkbox"/> Flex Fund Hotel	<input type="text"/>

16. Once you have saved your Bar options, you will be re-directed back to the main Client Bar List screen where you will now see the specific Services that you Barred your client from.

Barred From	Begin Date ▼	End Date ▲	Reason ▲
DART Bus Pass-Daily	05/21/2020		Assault on Premises (toward anyone)
DART Program Enrollment	05/21/2020		Assault on Premises (toward anyone)
Event Attendance	05/21/2020		Assault on Premises (toward anyone)

What does the Error Message from a Program Bar look like?

1. If you try to enroll a client into a program where they have been Barred, these are the error messages you will receive when you try to enroll your client into the program.

If a client needs to be enrolled into a Barred program, you must first go back to the Bar List and put an exit date for the Bar. (In order to enroll the client into the program, the end bar date must be on or before the date you need to enroll the client).

Remember the Bar List can be found under the Client Workspace-Enrollments and Services

+ HUD Program Enrollment

! Please address the following:

- There is 1 row in the result set that requires attention.

- For **Street Outreach** projects – it is the date of first contact with the client.
- For **Emergency Shelters** – it is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night by night stay date and will allow clients to re-enter as necessary without "exiting and restarting" for each stay for a specified period.
- For **Safe Havens and Transitional Housing** – it is the date the client moves into the residential project (i.e. first night in residence).
- For all types of **Permanent Housing**, including **Rapid Re-Housing** – it is the date following application that the client was admitted into the project.
 1. Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness has been long enough to qualify – though all documentation may not yet have been gathered)
 2. The client has indicated they want to be housed in this project
 3. The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or short amount of time)
- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment and generally received the first provision of service.

Project: * MDHA - Outreach & Assessment

Household

Excerpt from the HMIS Data Standards Manual "A household is a single individual or a group of persons who apply together to a continuum project for whom they are not housed, who would live together in one dwelling unit if they were housed."

+ ☐	• This Client has been barred from this program within your organization.	Exit Date ▲		Case Manager ⓘ ▲			
☑ ⓘ ⓘ	Alex, Test Test	Female	41	05/20/2020	📅		Alexandra Hartfield

1

What does the Error Message from a Services Bar look like?

1. If you try to record a Service that has been Barred to a client, this is the error message you will receive when you try to record the service.

If a client needs to be provided a service, you must first go back to the Bar List and put an exit date for the Bar.

Remember the Bar List can be found under the Client Workspace-Enrollments and Services

! Please address the following:

- This Client has been barred from this service within your organization.

Enter the information about the service provided to the client below.
MDH

Family Income:	+
No Recent Income	
Family Members	1
Poverty Level	\$1,063.33

Enrollment: * 12/22/2017 - MDHA - Outreach & Assessment

Service: * 30 Days Follow Up (Affordable Housing)

Location: New HMIS Support Hub

Date: * 05/21/2020

Units Of Measure: *
 Dollars
 Minutes
 Count
 Hours

Units: * 1.00

Unit Value: * \$0.00

Total: \$0.00

User Performing the Service: Alexandra Hartfield

Comments: