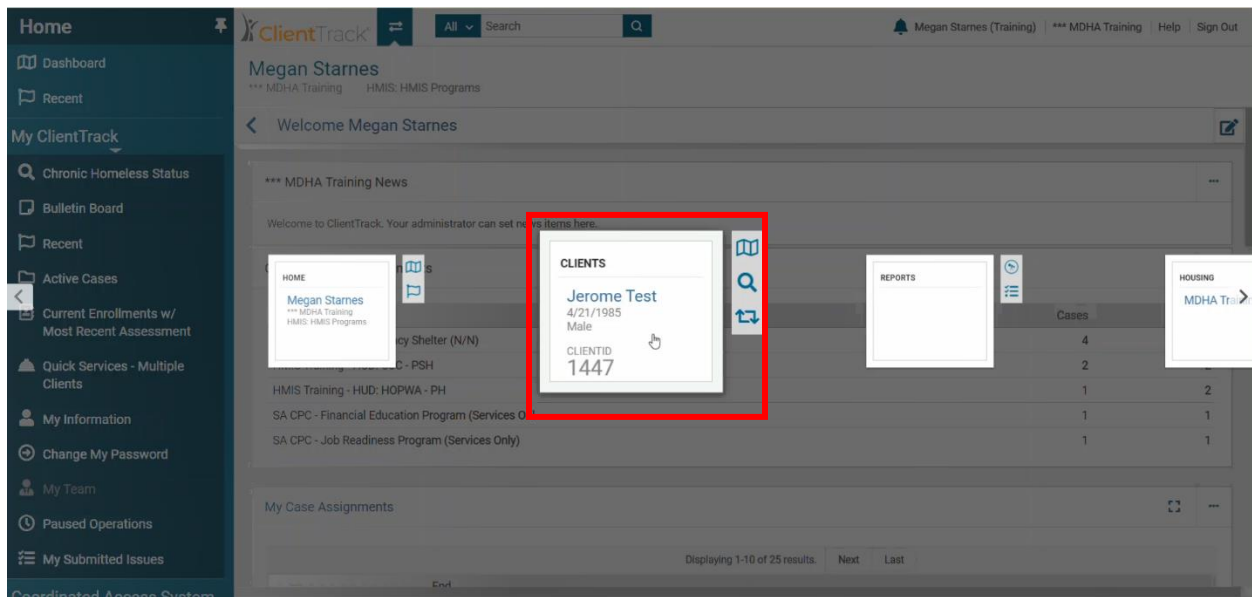
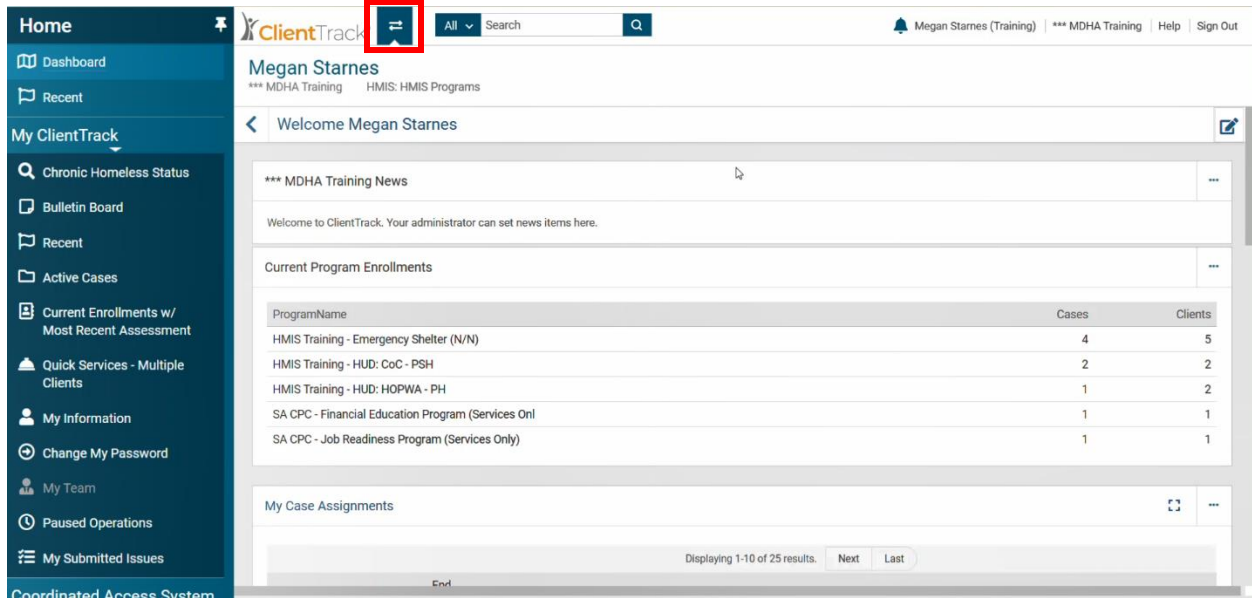


# Services in HMIS

[Video Link Here](#)

## Steps for Recording a Service

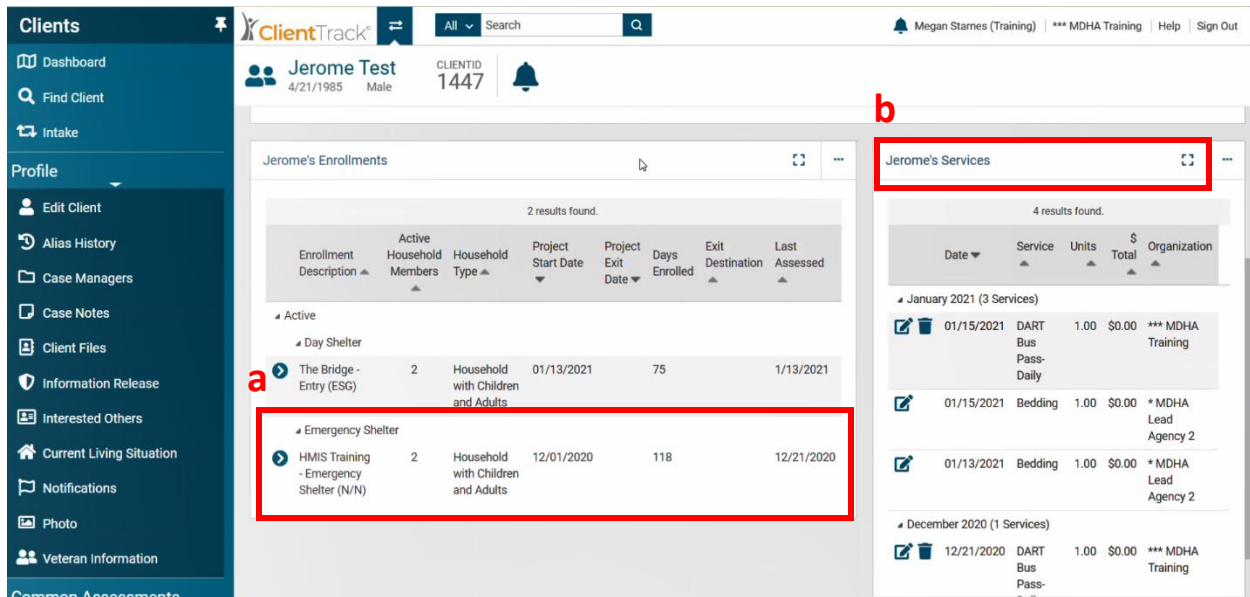
1. Navigate to your Clients workspace and find your client in the system



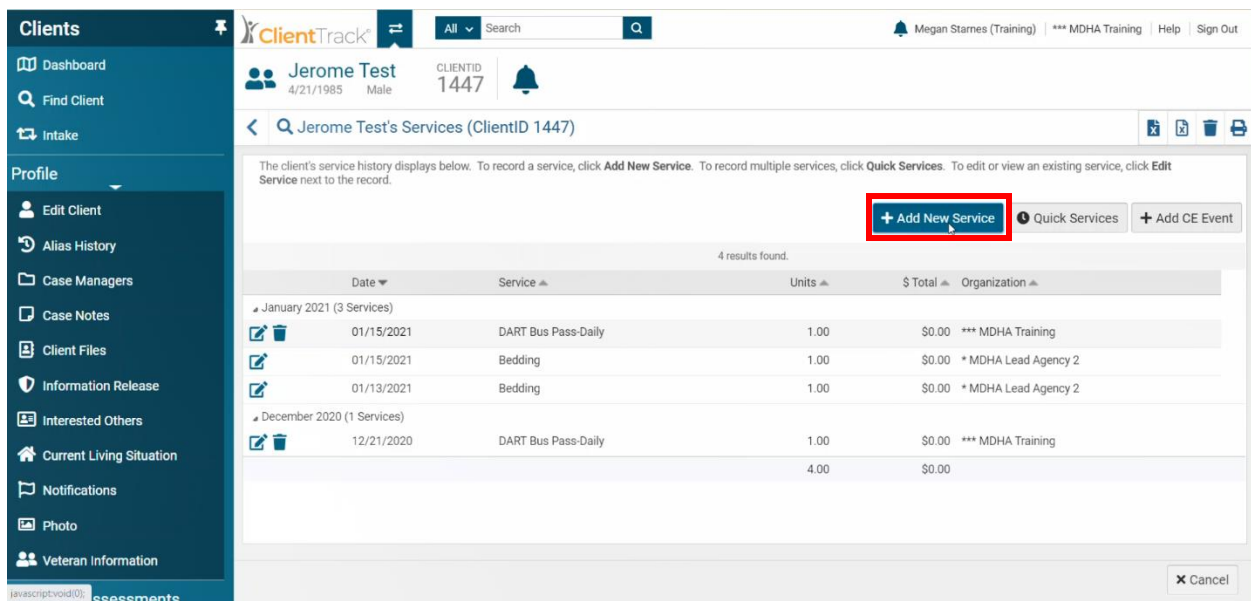
2. On the client's Dashboard,

a) Scroll down to confirm that your client has an active enrollment in your program for the date the service will be recorded.

b) In the Services section, click [Client's] Services



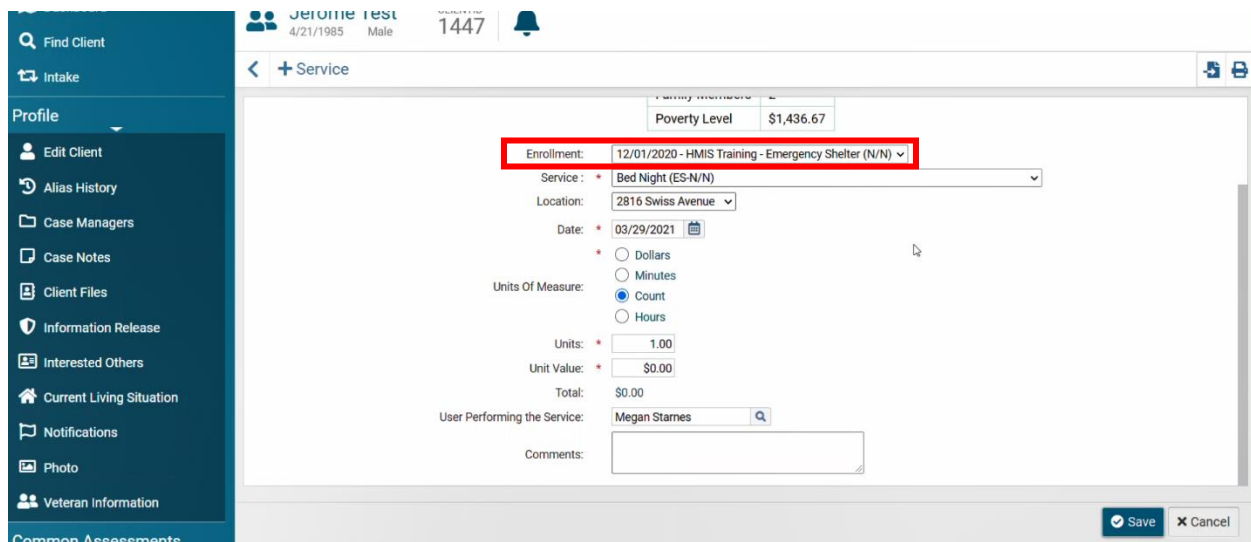
3. The Services page displays all of the client's services. Use the Add New Service button to record a new service for the client.



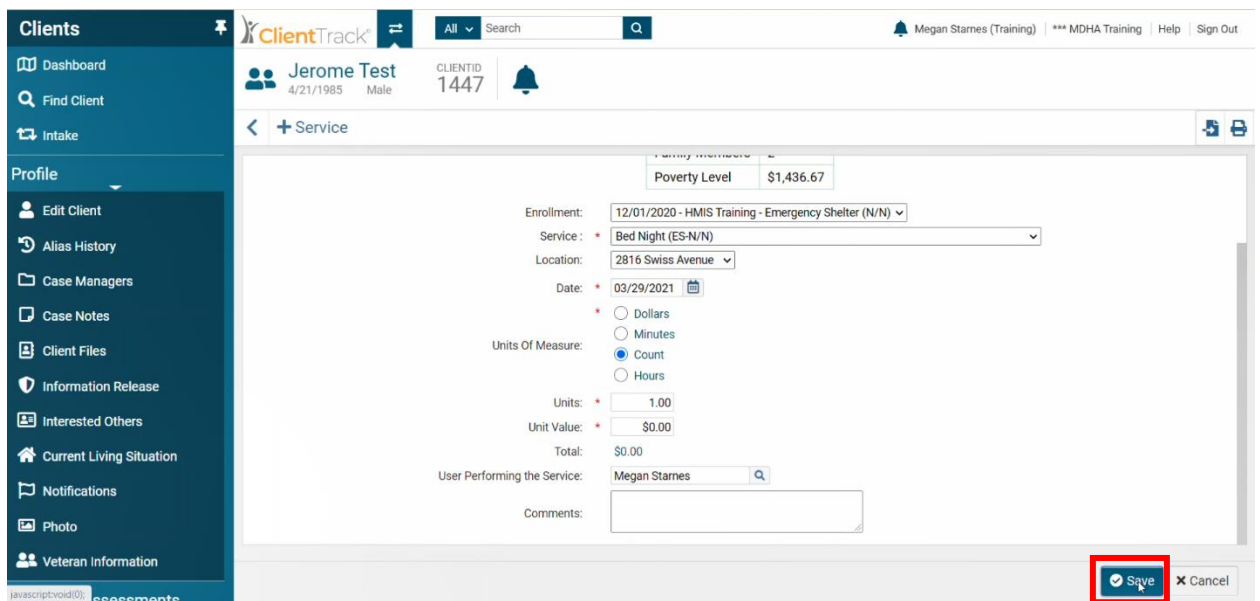
4. On the New Service page, select the enrollment this service will be tied to. All services must be tied to an enrollment. Then complete the required fields:

- a) Service: choose the service the client received
- b) Date: defaults to today, update if backdating
- c) Unit: number of these services the client received
- d) Unit value: value of 1 of these services, if applicable

NOTE: This can be left at \$0.00 if desired. Tracking the value of services in HMIS is part of agency data collection protocols and is not determined by HUD, the CoC, or the HMIS Team.



5. Click Save to record the service.



## Viewing/Deleting Services

A clients' recorded services can be seen on the Services page (image 1). The client's Dashboard will also display a list of the most recent services recorded (image 2).

Incorrectly recorded services must be deleted by an HMIS Admin. To request that a service be deleted, please submit a Spiceworks help desk ticket.

**Jerome Test's Services (ClientID 1447)**

The client's service history displays below. To record a service, click **Add New Service**. To record multiple services, click **Quick Services**. To edit or view an existing service, click **Edit Service** next to the record.

**5 results found.**

| Date                       | Service             | Units | \$ Total | Organization         |
|----------------------------|---------------------|-------|----------|----------------------|
| Today (1 Services)         |                     |       |          |                      |
| 03/29/2021                 | Bed Night (ES-N/N)  | 1.00  | \$0.00   | *** MDHA Training    |
| January 2021 (3 Services)  |                     |       |          |                      |
| 01/15/2021                 | DART Bus Pass-Daily | 1.00  | \$0.00   | *** MDHA Training    |
| 01/15/2021                 | Bedding             | 1.00  | \$0.00   | * MDHA Lead Agency 2 |
| 01/13/2021                 | Bedding             | 1.00  | \$0.00   | * MDHA Lead Agency 2 |
| December 2020 (1 Services) |                     |       |          |                      |
| 12/21/2020                 | DART Bus Pass-Daily | 1.00  | \$0.00   | *** MDHA Training    |
|                            |                     | 5.00  | \$0.00   |                      |

**Jerome Test** (ClientID 1447)

**Name:** Test, Jerome    **Birth Date:** 4/21/1985    **Age:** 35  
**Gender:** Male    **Race:** Black or African American    **Veteran:** No  
**Ethnicity:** Non-Hispanic/Latino    **P Status:**    **VI-SPDAT Score:**

**Jerome's Enrollments** (2 results found)

| Enrollment Description   | Active Household Members | Household Type                     | Project Start Date | Project Exit Date | Days Enrolled | Exit Destination | Last Assessed |
|--------------------------|--------------------------|------------------------------------|--------------------|-------------------|---------------|------------------|---------------|
| The Bridge - Entry (ESG) | 2                        | Household with Children and Adults | 01/13/2021         |                   | 75            |                  | 1/13/2021     |

**Jerome's Services** (5 results found)

| Date                      | Service            | Units | \$ Total | Organization      |
|---------------------------|--------------------|-------|----------|-------------------|
| Today (1 Services)        |                    |       |          |                   |
| 03/29/2021                | Bed Night (ES-N/N) | 1.00  | \$0.00   | *** MDHA Training |
| January 2021 (3 Services) |                    |       |          |                   |
| 01/15/2021                | DART               | 1.00  | \$0.00   | *** MDHA          |