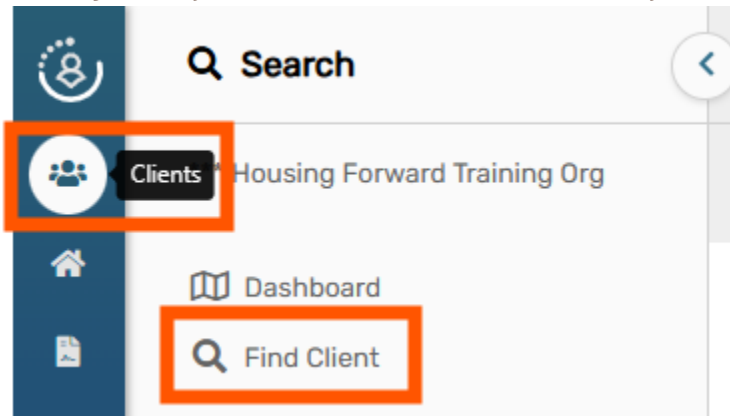


Recording Services for a Single Client

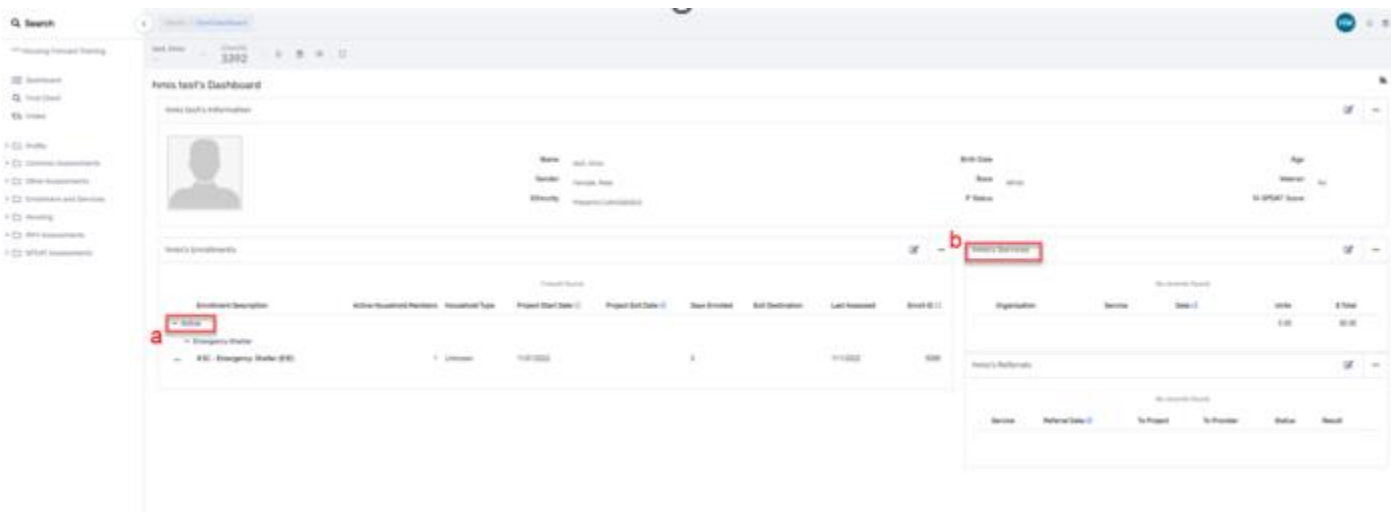
1. Navigate to your **Clients Workspace** and **find** your client in the system



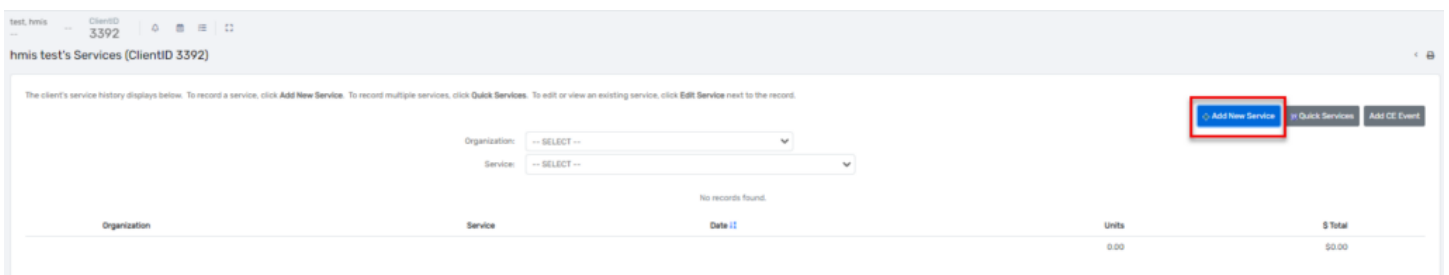
2. On the client's **Dashboard**,

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.

Service

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

Family Income:				
Income	Family Income	Family Members	Poverty Level	% of Poverty
\$0.00	\$0.00	1	\$1,132.50	0.00 %

Enrollment: * 11/01/2022 - ASC - Emergency Shelter (E/E) ▼

Service: * Bed Night (ES-N/N) ▼

Location: 2816 Swiss Avenue ▼

Date: * 11/01/2022

Units Of Measure: *
☐ Dollars
☐ Minutes
☒ Count
☐ Hours

Units: * 1.00

Unit Value: * \$0.00

Total: \$0.00

User Performing the Service: Haley Walton

Comments:

5. Click Save to record the service.

Viewing Services

A clients' recorded services can be seen on the Services page.

The screenshot shows the 'Services' page for ClientID 3392. The page title is 'hmis test's Services (ClientID 3392)'. Below the title, there is a message: '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.' There are three buttons: 'Add New Service', 'Quick Services', and 'Add CE Event'. Below this, there are two dropdown menus for 'Organization' and 'Service', both set to '-- SELECT --'. A table titled '1 result found.' displays the service history. The table has columns: 'Organization', 'Service', 'Date', 'Units', and '\$ Total'. The data row shows: 'Housing Forward Training', 'Bed Night (ES-N/N)', '11/01/2022', '1.00', and '\$0.00'.

Organization	Service	Date	Units	\$ Total
Housing Forward Training	Bed Night (ES-N/N)	11/01/2022	1.00	\$0.00

The client's Dashboard will also display a list of the most recent services recorded.

The screenshot shows the 'Dashboard' page for ClientID 3392. The page title is 'hmis test's Dashboard'. Below the title, there is a section 'hmis test's information' with a profile picture and fields for Name, Gender, Ethnicity, Birth Date, Race, P Status, Age, and V-SPEAK Score. Below this, there is a section 'hmis test's Enrollments' with a table titled '1 result found.' displaying enrollment information. The table has columns: 'Enrollment Description', 'Active Household Members', 'Household Type', 'Project Start Date', 'Project End Date', 'Date Enrolled', 'Exit Description', 'Last Assessed', and 'Enroll ID'. The data row shows: 'Emergency Shelter', '1', 'Unknown', '11/01/2022', '11/01/2022', '0', 'Exit Description', '11/01/2022', and '5081'. Below this, there is a section 'hmis test's Services' with a table titled '1 result found.' displaying service information. The table has columns: 'Organization', 'Service', 'Date', 'Units', and '\$ Total'. The data row shows: 'Housing Forward Training', 'Bed Night (ES-N/N)', '11/01/2022', '1.00', and '\$0.00'.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project End Date	Date Enrolled	Exit Description	Last Assessed	Enroll ID
Emergency Shelter	1	Unknown	11/01/2022	11/01/2022	0	Exit Description	11/01/2022	5081

Organization	Service	Date	Units	\$ Total
Housing Forward Training	Bed Night (ES-N/N)	11/01/2022	1.00	\$0.00