

HMIS ESHAP Data Entry Workflow

Shelter	Choose your EDA – ‘Enter Data As’.
Shelter	Search for Existing Client or Create Client if they are not in ServicePoint.
Shelter	Create/Update Client and Household if you are working with a family.
Shelter	Add ENTRY with HUD entry type into Shelter on the date that Client began staying in the shelter. Fill out/verify the data elements in the UDE (HUD CoC & ESG Entry SO ES SH (2020) and Maine Required Data Elements Assessments (Record Zip of Last Permanent Residence, Release of Information).
Shelter	For Clients in shelter for 14 days or more, complete a VI-SPDAT and record through an Interim Review . (Update type) Record score, date, type, and any notes on the Maine Required Data Elements assessment.
ESHAP	If the VI-SPDAT score is greater than 3 , change your EDA to the ESHAP provider (Shelter Name – ESHAP).
ESHAP	Add an ENTRY with HUD entry type in to the ESHAP program. Be sure to change the Prior Living Situation , if needed.
ESHAP	Complete a Housing Stability Plan with the Client and record it in ServicePoint using a Service . Be sure to use the Add Multiple Services button. The Service Type is Housing/Shelter and the Provider Specific Service is based on the Service provided. (30 day check-in, Housing Stability Plan – Initial, or Housing Stability Plan – Update). Mark the Need Status as Attended .
ESHAP	Record 30 day check-ins <u>at least</u> once every 30 days using a Service . The Housing Stability Plan should be updated every 90 days and is also recorded using a Service .
Shelter	As needed, as Client information changes, via an Interim Review , record the changes in the HUD CoC & ESG Update assessment.
Shelter	Add an EXIT date from the Shelter when the Client exits the shelter and complete the EXIT assessment.
ESHAP	If the Client is permanently housed and continuing to receive Navigator Services , leave the ESHAP entry open and continue to record Services until the Client no longer receives Navigator Services.
ESHAP	Add an EXIT date from the ESHAP program when Navigator Services end.