

ServicePoint HUD – Data Entry Tips

**Entry/Exit**

- Provider needs to be your HUD program

**Entry Data**

Provider	Portland Women's Crisis Line DV-STRA - SP (#733)
Type	SEI Domestic Violence Program - SP (#2503) VOA Home Free Children's Services - SP (#758) VOA Home Free DV-STRA - SP (#2494) VOA Home Free Emergency Services - SP (#757) VOA Home Free Family Strengths - SP (#2505) <b>VOA Home Free HUD Horizons Transition Services - SP (#763)</b> VOA Home Free Non-HUD Transition Services - SP (#759) VOA Home Free Police Response Advocates - SP (#761) VOA Home Free Restraining Order Advocacy - SP (#762) VOA Home Free Support Groups - SP (#760) Volunteers of America Home Free - SP (#732)
Entry Date	
<a href="#">Review &amp; Save</a>	
Date of Birth	

- “Entry Type” needs to be HUD

Type	HUD-40118
Entry Date	- Select - Basic Entry/Exit <b>HUD-40118</b> PATH Quick Call Standard Entry

- Head of Household - provide answers to all questions

**Complete this section for Head of Household ONLY**

[Also complete for all HUD clients 18 and older.]

Domestic Violence Victim?	<input type="checkbox"/> Yes	H G
Immigrant/refugee/asylee victim/survivor?	<input type="checkbox"/> No	H G
U.S. Military Veteran?	<input type="checkbox"/> No (HUD)	H G
Primary Language ✓	<input type="checkbox"/> English	H G
Limited English Proficiency?	<input type="checkbox"/> No	H G
Abuser Relationship	<input type="checkbox"/> - Select -	H G
Abuser Gender	<input type="checkbox"/> - Select -	H G
Employment Status	<input type="checkbox"/> Not Employed -- Seeking	H G

**Service Transactions**

- Service Transactions should be very detailed.

Home	ClientPoint	ResourcePoint	ShelterPoint	SkansPoint	Reports	Help	Logoff
Profile	Assessments	Case Plans	Service Transactions				

- Money Management is an outcome and should be entered. Also show Housing Subsidies & Client Assistance.
- Tip: Don't use "Temporary financial assistance"
- **Source is "HUD Horizons"**
- Exit data – Reason for leaving should be Completed program. Also OK to use choices marked (HOPWA).
  - Don't use "Left for housing opp. Before completing program, "Other", "Unknown/Disappeared" (unless they really disappeared)

Exit Data	
Exit Date	08/04/2006 03 : 12 PM
Reason for Leaving	Completed program
If other, specify	-Select- Completed program
Destination	Criminal activity / violence
If other, specify	Death
Tenure	Disagreement with rules/persons
Subsidy	Left for housing opp. before completing program
Notes	Needs could not be met
	Non-compliance with program
	Non-payment of rent
	Other
	Reached maximum time allowed

- Tip: Destination – should be permanent in nature. For example, if staying with friends, chose the permanent outcome. Avoid using "Don't Know", "Refused". Remember that Own house/apartment means homeownership (i.e. they have a mortgage).

**Exit Outcomes**

- Fill out Safety Plan questions and "Returned to abuser?".

EXIT OUTCOMES	
Case plan goals completed?	- Select - H G
Participant's Perception of Risk At Exit	- Select - H G
Returned to abuser?	- Select - H G
Adult safety plan developed/updated?	- Select - H G
Children's safety plan developed/updated?	- Select - H G
Received co-advocacy services?	- Select - H G

**Income & Benefits**

- Show employment status and income. Be sure to check this information at Exit.

<b>Update income &amp; benefits ("end" old &amp; "add" new)</b>			
<b>Monthly Income and Benefits</b>			<input type="button" value="Add"/>
<b>Start Date</b>	<b>Source of Income or Benefits</b>	<b>Last 30 Day Income</b>	<b>End Date</b>
No Record Sets			
<b>Show Entire List In Window</b>			

**Followups**

- Do 3 & 6 month Followups

<b>Set followup due dates in Followup Assessments</b>								
<b>Housing Outcomes (July 2006 forward)</b>								<input type="button" value="Add"/>
<i>Housing Outcome Intervention Type</i>	<i>Reporting Program</i>	<i>Initial Placement/Eviction Prevention Date</i>	<i>End of Subsidy Date</i>	<i>Follow Up Interval</i>	<i>Follow Up Due Date</i>	<i>Actual Follow Up Date</i>	<i>Is Client Still in Housing?</i>	<i>End Date</i>

- Tip: Remember to update income on followup.