COVID-19
HMIS Workflow - DRAFT

COVID-19 Symptom and Shelter Screening
Completing this process in HMIS is considered a best practice. If your CoC is unable to build this process into HMIS, completing the process on paper and documenting the results in HMIS at Program Enrollment is sufficient.

Asymptomatic
Low Risk
- COVID-19 Exposed
- COVID-19 +

Asymptomatic
High Risk

Match and referral to Congregate ES

COVID-19 Symptom and Shelter Screening in HMIS

Staff completes outreach intake and COVID-19 Symptom and Shelter Screening in HMIS

Eligibility Confirmed

Screening for homeless assistance programs

Contact local NCS Management Team to begin NCS move-in process:
1. Identifying a NCS unit
2. Transportation Assistance
3. CA NCS Enrollment
4. Additional Housing and Supportive Services Enrollment (if applicable)
(see community specific CA NCS Move-In Workflow)

Call in to local NCS Shelter Screening Call Center

Document CA NCS Eligibility

Examples: Hospitals, healthcare providers, CBOs, etc.

COVID-19
HMIS Workflow - DRAFT

CA NCS Program Enrollment (all NCS households)

Client look up in HMIS

Edit client in HMIS

Begin CA NCS program enrollment in HMIS

Interred Data Elements (IRED Information) includes HMIS ROI (if not already completed)

Project specific data elements in HMIS as required by FEMA

Other family member entering CA NCS enrollments in HMIS

Available documents uploaded in HMIS for adults
(Optional, enrolled regardless)

Uploading CA NCS relevant information in HMIS

Attaching ancillary services in HMIS (optional)

CA NCS program exit in HMIS

Process completed by: Shelter Organizations Names, Outreach Organization Names, Call Center Organization Name

Housing and Supportive Services Enrollments
(additional enrollment for those eligible for other funded projects i.e. ESG, HUD PSH, etc.)

Client look up in HMIS

Edit client in HMIS

Begin additional program enrollment in HMIS

Standard data collection based on project type

Other family member enrollments in HMIS

Available documents uploaded in HMIS for all adults
(Optional, enrolled regardless)

Uploading other relevant information in HMIS (Reassessing)

Recording referrals in HMIS (Optional)

Attaching services in HMIS (Optional)

Program exit in HMIS

Process completed by: Housing and Supportive Services Case Managers

Contact local NCS Management Team to begin NCS move-in process:
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2. Transportation Assistance
3. CA NCS Enrollment
4. Additional Housing and Supportive Services Enrollment (if applicable)
(see community specific CA NCS Move-In Workflow)