

Housing Inventory Usage Guide

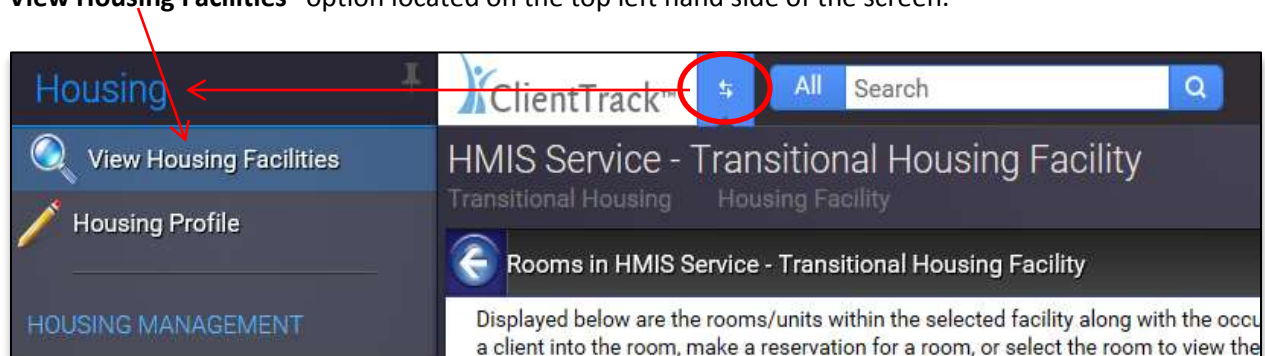
The following guide should allow users with residential programs to become more familiar with the inventory usage functions, which relate to placing clients into beds and vouchers, within the PA HMIS system. This guide will walk users through the main steps involved in the usage processes, called Check-Ins and Check-Outs in the system, from both a Housing Facility and Voucher basis.

As previously mentioned in the Inventory Setup Guide, the system has two fundamental types of Housing Inventory, the first is called “Facility” or “Facility-Based” and includes Emergency Shelters and Transitional and Permanent Housing programs that hold and maintain a set physical inventory and relates to on-site Rooms and Beds. The second is called “Housing Voucher” or “Voucher-Based” and includes those programs that do not hold and maintain a set physical inventory but instead rely on program funding for rental and hotel/motel assistance to place persons into on-demand housing. While the main Check-In and Check-Out processes between the two inventory types are very similar they do affect your inventory in different ways and each type will be detailed below.

Housing Inventory Background:

Prior to getting into the specifics of setting up each Inventory type, a few background notes, all Housing Inventory in terms of setup and review occur with the **Housing** tab of the system. This is available when logged into the HMIS Programs Workgroup.

When loading this tab the system will display the current Facility (Inventory) that is loaded for your Organization near the top of the screen (directly under the Housing tab). If your organization has more than 1 residential program you will have more than 1 facility and can switch between them by using the “**View Housing Facilities**” option located on the top left hand side of the screen.



When selecting the “View Housing Facilities” option the system will automatically display all of the facilities available within your organization and selecting a specific facility will load its inventory information. When performing Check-In or Check-Out functions or reviewing Current or Previous Housing Residents please ensure you are in the proper facility, as each facility contains its own set of inventory information.

Once loading a Facility, the system will display folders that contain options specific to that facility and a Management folder (Housing or Voucher) will appear that will be used for day to day oversight of the

facility's usage (Check-Ins and Check-Outs). There is also a Housing Reports folder that contains facility reports.



Depending on the type of Housing Inventory you have defined (Facility-Based or Voucher-Based) the names of the folders and the options contained therein will slightly change and this guide will be focusing on the Setup folders for managerial users.

*Before moving into the actual Inventory Usage functions, please note for reference purposes, the PA HMIS system uses the term “**Check-In**” to refer to the placing of a client into a specific Bed or Voucher in the system, which includes a Check-In Date, which is the date the client started using or starts residing within the housing item. The term “**Check-Out**” refers to the removing of a client from a specific Bed or Voucher in the system and is accompanied with a Check-Out Date, which is the date the client stopped using or stopped residing within the housing item (in terms of being a program participant).*

Facility-Based Inventory:

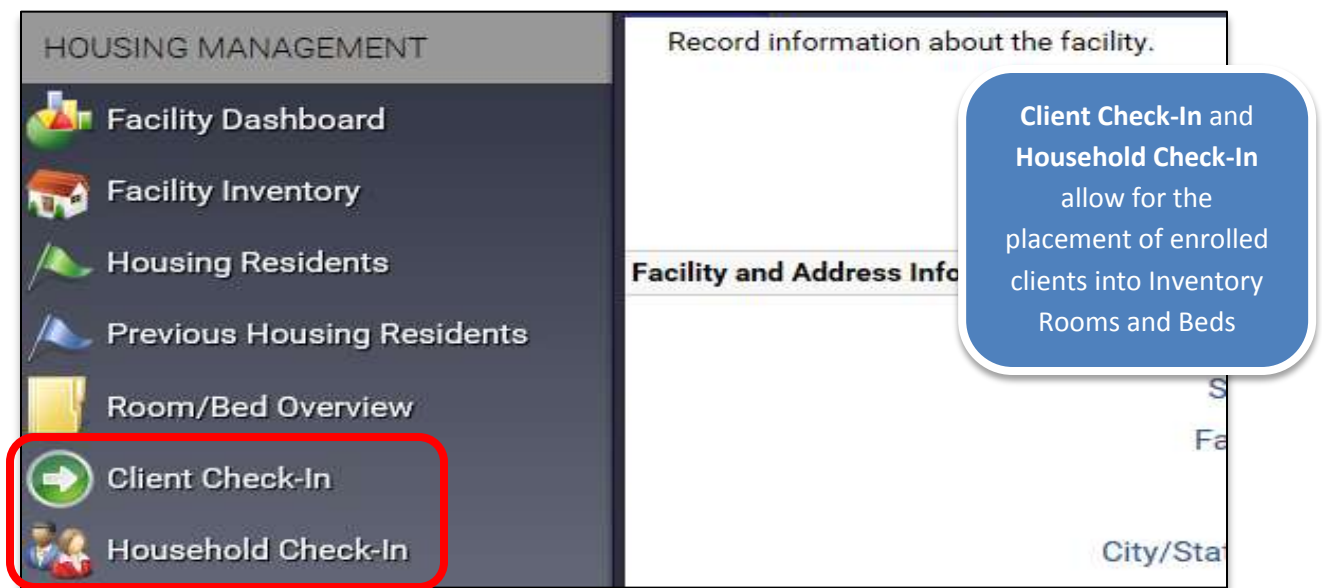
Facility-Based Inventory uses the standard model of predefining a set number of Rooms and a set number of Beds within each of those rooms and then placing program participants into and out of those same beds. This inventory configuration once entered into the system most likely does not change much during the year and users will be placing clients into and out of the same Rooms and Beds that have been previously defined. Within the Housing tab, all of the Inventory usage functionality exists within the Housing Management folder, which will be detailed below.

Housing Management:

The functions within this folder allow users to create new check-ins, review current and previously checked in residents, perform check-outs and oversee the status of the entire Facility. The Housing Management folder also allows for the recording and tracking of facility incidents as well as keeping a log, but these are optional functions and will not be covered in detail.

Check-In Functions-


The first two options of importance are the Check-In functions, which allow users to place enrolled clients directly into predefined Rooms and Beds within the facility. The system contains two versions for Facility-Based Inventory, a **Client Check-In** which can place a single client into a Bed and the **Household Check-In** which can place each person in an entire household into a Bed. These Check-Ins functions are the backbone of the Housing Inventory Usage process.



We will begin by covering the Household Check-In process, and explain the general elements that are required to be entered to complete the placement of a client into a room and bed.

Once selecting this option the system loads a screen that allows users to select the client they are looking to Check-In to a bed. With the household check-in you only need to start with a client that exists in the household you are looking to check-in.

Find a Household Client using the Name search field below, once selected the system will prompt you to select an associated project enrollment to associate to this check-in. Once a project enrollment and check-in date is entered the system will generate a list of available household members associated with the selected project enrollment are listed below. By selecting the proper Check-In Date and Room elements, select the "Check-In" option to complete the process


Client: * 



Gender: -- SELECT --

Birthdate:

Age: 0

Household:

Project Enrollment: * -- SELECT -- 

Checked in from: * 05/20/2015  -- 

Room: * -- SELECT --

Client Search – search for a member of the household

Project Enrollment – select the enrollment relevant to this facility


Check-In Date – enter the date the client(s) entered the facility

Room – select the Room to place the client(s)

Please note that when searching for a client, enter into the field with the following format (Last Name, First Name), or you can directly click on the magnifying glass on the client field to open up a search window.

Once the client is selected the system will display all program enrollments associated to the client that are relevant at this facility. Each facility is tied directly to a program and only clients enrolled into the associated program can be checked into the facility; only enrolled clients can be checked into facilities.

Find a Household Client using the Name search field below, once selected the system will prompt you to select an associated project enrollment in the next section


Client: * Woodruff, Woody 

Gender: -- SELECT --

Birthdate: 9/25/1994

Age: 20

Household: Woodruff, Woody Household

Project Enrollment: * HMIS Service - Transitional Housing Program 05/18/2015 - 

Once the enrollment is selected, the system will populate the Housing Member Check-In area with all of the household members that are also enrolled into that program. This will allow the user to check all of the enrolled household members into the facility at the same time.

Project Enrollment - select the project enrollment to associate to this check-in. Once a project enrollment and check-in date is entered the system will generate a list of available rooms.

Project Enrollment: HMIS Service - Transitional Housing Program 05/18/2015 -

Household Member Check-In - household members associated with the selected project enrollment are listed below. By selecting the proper Check-In Date and Room (Unit), you bed, along with any other optional inventory elements, select the "Check-In" option to complete the process.

Checked in from: 05/18/2015 --

Room: Room 1 #1 (1 out of 4 occupants)

2 records found.

Name	Gender	Age	Service Sharing	Restriction	Bed	Chore
Woodruff, Happy		11	Not Shared		Bed 5 #5	-- SELECT --
Woodruff, Woody		20	Shared	Share Transaction	Bed 5 #5	-- SELECT --

Once the Room is selected, the system will populate and allow for the assignment of Beds to each client.

The Room element will list all of the available rooms at the facility, once one is selected the Bed field for each household member will populate with Beds that are available within that Room. To complete the process, assign a Bed to each household member that you want to be checked in, ensure the Check In Date is properly set and then click the "Check In" button on the bottom of the page.

Please note that the Check In Date does default to the current date, so please ensure you set this to the day the clients actual began residing at the facility, which is usually the program enrollment date.

In terms of the Client Check-In, the same basic elements are required; the main difference is you are only selecting a single client for which to perform the Check-In. The only other difference is cosmetic as with the single check-in form you select the Room and Bed prior to selecting the client and enrollment.

Facility: HMIS Service - Transitional Housing Facility

Checked in from: 05/20/2015 to

Room: Room 1 #1

Bed: Bed 2 #2

Chore: -- SELECT --

Storage/Locker:

ent you wish to check into this Facility, along with the appropriate project enrollment. Please note that only currently enrolled clients can check-in to this Housing

Client: Woodruff, Woody

Birth Date: 9/25/1994

Gender:

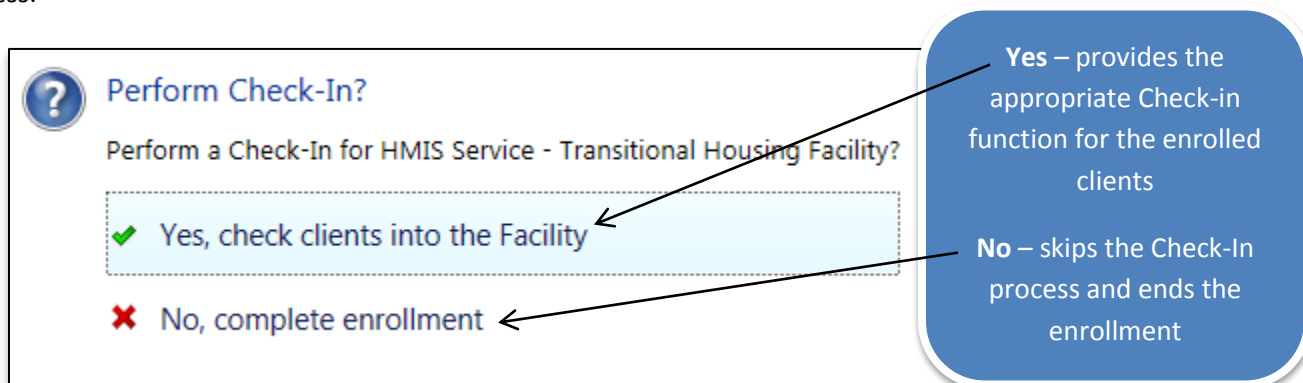
Project Enrollment: HMIS Service - Transitional Housing Program 05/18/2015 -

Service Sharing: Shared

Restriction: ☐ Do Not Share Transaction ☒ Share Transaction

The Check-In process can be accomplished in two ways, the first way, which was explained above, is once a client(s) is enrolled into a program, you can use the Check-In functions within the Housing Management folder of the Housing tab to place them into your inventory. The second way, which is easiest and recommended way, is to perform Check-In functions at the end of the program enrollment process.

When performing a program enrollment, once the initial enrollment data elements are collected the system determines whether or not this program has associated inventory. If the system identifies that inventory exists, it will prompt the user to perform a Check-In of those enrolled clients at the end of the process.



Selecting "Yes" will allow you to Check-In the client(s) into your Facility, selecting "No" will skip the Check-In process and end the enrollment. For those programs that maintain their inventory and intend to collect and track inventory usage data, we highly recommend using this function to perform all Check-Ins. It provides a single process in which to complete both the enrollment and the check-in functions without having to go back and perform additional actions. However, the stand-alone options are always available to use when clients were not originally checked in during enrollment, if clients are moving beds during the same enrollment or other reasons.

Please note that when selecting "Yes", the system will provide the user with either the Client Check-In or the Household Check-In form depending on the number of clients that were enrolled.

Check-In Review Functions-

Once clients have been checked into your Facility, we have two options to allow for the review of active and previous client bed stays, called Housing Residents for current Check-Ins and Previous Housing Residents for historical Check-Ins.



These options work in an identical fashion, with the only difference being which bed stays are displayed. These functions provided an easy-to-use tool to quickly view all of your current and past bed stays and can be displayed by date and by specific room, if desired.

This function also allows users to quickly Check-Out clients from their current bed assignments or update Check-Out Dates for past bed assignments. To perform a Check-Out for a bed stay, enter in the appropriate Check-Out date and hit “Save”.

The form also allows users to select the **Edit Check In** to view more detailed bed stay information, which also allows for entry of a Check-Out date or you can delete a bed stay using the **Delete Check In** option. When using the Delete option the system will remove the client from the current bed and set the bed back to an open and available state; however the bed itself will remain unchanged.

Date: 05/20/2015

Room: - SELECT -

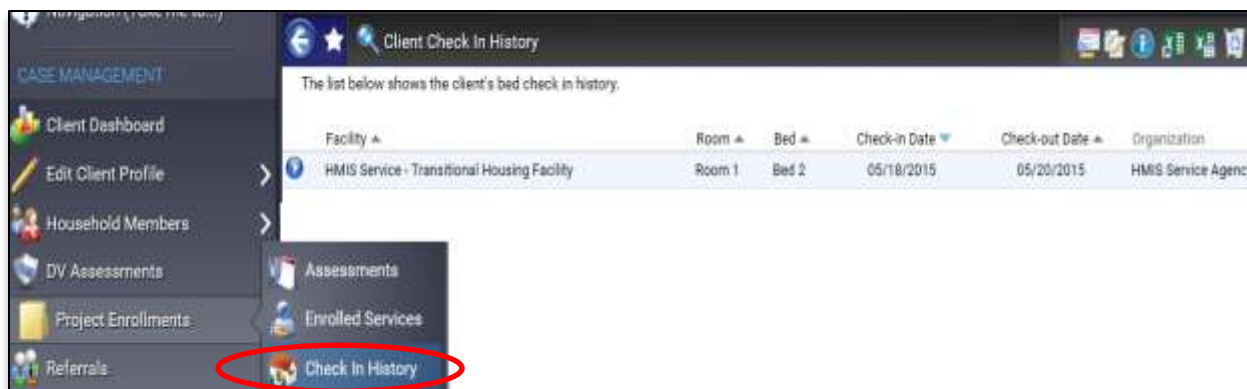
3 records found:

<input type="checkbox"/>	Client	Check-In	Check-Out	Room	Bed
<input checked="" type="checkbox"/>	Moore, Mandy	1/22/2015	05/20/2015	Room 2 #2	Bed 1 #1
<input checked="" type="checkbox"/>	Phillips, Kyle	3/31/2015		Room 2 #2	Bed 1 #1
<input checked="" type="checkbox"/>	Peters, Paula	2/16/2015		Room 2 #2	Bed 2 #2
<input checked="" type="checkbox"/>	Phillips, Wilson	3/31/2015		Room 2 #2	Bottom Bunk 3 #3
<input checked="" type="checkbox"/>	Watson, Paul	1/27/2015		Room 1 #1	Bed 3 #3

Please note that by selecting a bed stay, if the client is not currently checked out, the system will default the Check-Out date to today. If you plan to Check-Out a client using this form please ensure that the date entered is for when the client stopped residing in the specified bed.

While the Housing tab provides options in which to view current and past bed stays, there is also an area within the Client tab that allow users to view client’s bed stay information. To view a specific client’s facility stay information, click on the Project Enrollments option and then select the Check In History

function listed underneath. This option will list each of your client's bed stay records from both a current and historical standpoint.



Each bed stay record allow users to **Edit Check-In** and **Delete Check-In**, which works the same as in the Housing tab, Housing Residents options described earlier.

As with the Check-In process, the Check-Out process can be accomplished in two ways, the first way, which was explained above, is to manually go to a client's bed stay record either within Check In History option or within Housing Residents options and enter in a Check-Out date. The second way, which is easiest and recommended way, is to perform Check-Out functions at the end of the program exit process.

When performing a program exit, once the initial exit data elements are collected the system determines whether or not this exiting client is still checked into a facility bed. If the system identifies that the client is still checked into a facility bed then the exit process will prompt the user to enter in a check-out date and Check-Out the client from their current bed. Since no client can remain in a bed after they have exited a residential program the system will require the client be checked out before the process is considered complete.

The screenshot shows a 'Housing Facility Check Out' form. It prompts the user to enter the following information and the Check-Out date for the selected client:

- Facility: HMIS Service - Transitional Housing Facility
- Check-in Date: 5/18/2015
- Check-out Date: (empty field with a calendar icon)
- Room: Room 1 #1
- Bed: Bed 2 #2
- Choice: - SELECT - (dropdown menu)

Below the form, there is a section titled 'and Enrollment Selection' with the instruction: 'Select the client you wish to check into this Facility; along with the appropriate project enrollment. Please note that only currently enrolled clients can check-in to this facility.' The client information displayed is:

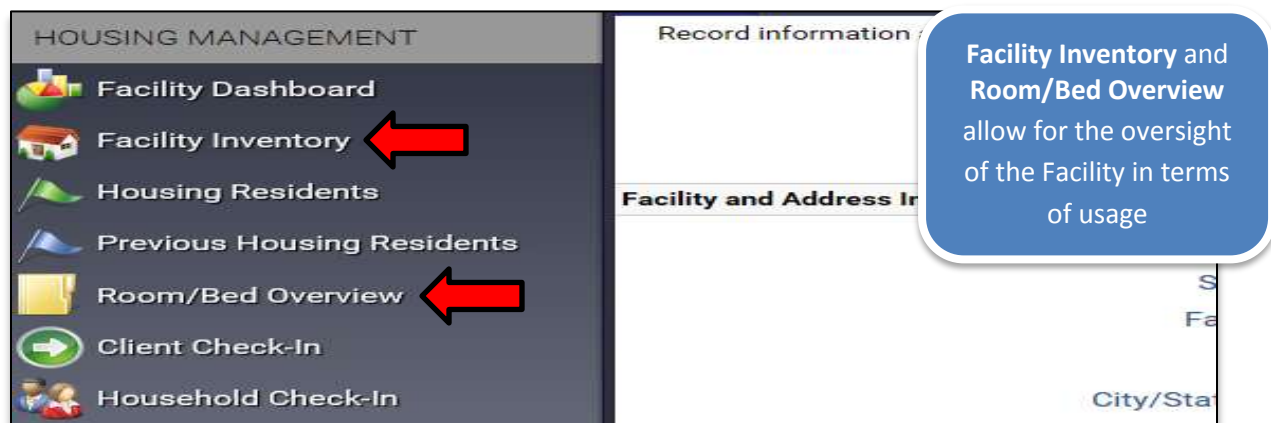
- Client: Woodruff, Woody
- Birth Date: 9/25/1994
- Gender: (empty field)
- Project Enrollment: HMIS Service - Transitional Housing Program 05/18/2015 - 05/20/2015

A blue callout box on the right side of the form contains the text: 'During a Program Exit, any client still checked into a bed will be required to be checked out prior to completing the process'.

With the Check-Out function within the program exit process being fully automated we recommend performing this action through the exit as much as possible. Users will not have to worry about manually checking clients out of beds prior to performing an exit and the system will ensure their data quality remains intact.

Room and Bed Review Functions-

There are two Room and Bed overview functions that provide users with an overall look at their facility in terms of both setup and usage. The Room/Bed Overview function displays information in grid format, while the Facility Inventory function displays information in a graphical interface.



The Room/Bed Overview option provides all information in a read-only style format and only shows currently active and available for use Rooms and Beds. This option when initially selected displays all of the active Rooms within the Facility, along with the number of active or available Beds and the number of currently occupied Beds within each Room.




<input type="checkbox"/>	Room #	# Available Beds	# Occupied Beds	Room Description	Household Type	Designated Chronically Homeless Persons	Veteran	Youth	Youth Bed Restriction	Available Begin	Available End
<input checked="" type="checkbox"/>	1	2	1	Room 1	Households with at least one adult and one child	False	False	False			
<input checked="" type="checkbox"/>	2	5	3	Room 2	Households with at least one adult and one child	False	False	False			
<input checked="" type="checkbox"/>			0	Room 4	Households with at least one adult and one child	False	False	False			
<input checked="" type="checkbox"/>			0	Room 5	Households with at least one adult and one child	False	False	False			
	4	12	4								

Each Room record has two options, **Room Details** which shows an expanded Room profile that includes setup information, the **View/Edit Beds** option shows the individual Beds associated to the Room. These options are accessible within the action menu of each Room.

The View/Edit Beds option displays each Bed within the selected Room, along with its description, capacity and whether it is currently vacant or occupied. Each Bed has a **Bed Usage History** option available that allows for the review of the entire client occupancy history of that Bed.

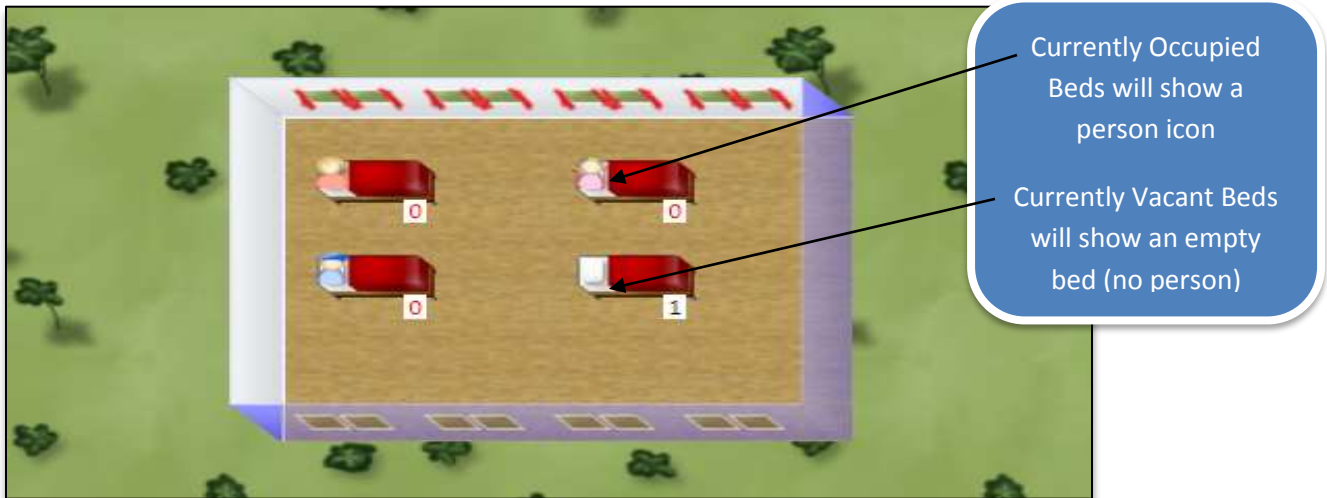
<input type="checkbox"/>	Room*	Bed Status	Bed #	Bed Description*	Bed Type*	Icon*	Max Capacity*	Available Begin	Available End
✓	2 - Room 2	Occupied	1	Bed 1	Single	Single	1		
✓	2 - Room 2	Occupied	1	Bed 1	Single	Single	1		
✓	2 - Room 2	Occupied	2	Bed 2	Single	Queen	1		
✓	2 - Room 2	Occupied	3	Bottom Bunk 3		Bottom Bunk	1		
✓	2 - Room 2	Vacant	3	Top Bunk 3		Top Bunk	1		
			5						

The Facility Inventory provides the same Room and Bed information within an interactive graphical interface, with a main difference being, this function also allows usage functions to be performed. The initial view provides a listing of all available Rooms at the Facility, selecting the Room Icon or Room Name will load the room in a visual floor layout which provides its Beds and its current occupancy.

Select a room from this list:	
 Room 11	4 of 5 Bed(s) Available Check In
 Room 22	1 of 5 Bed(s) Available Check In
 Test Room 15	2 of 2 Bed(s) Available Check In

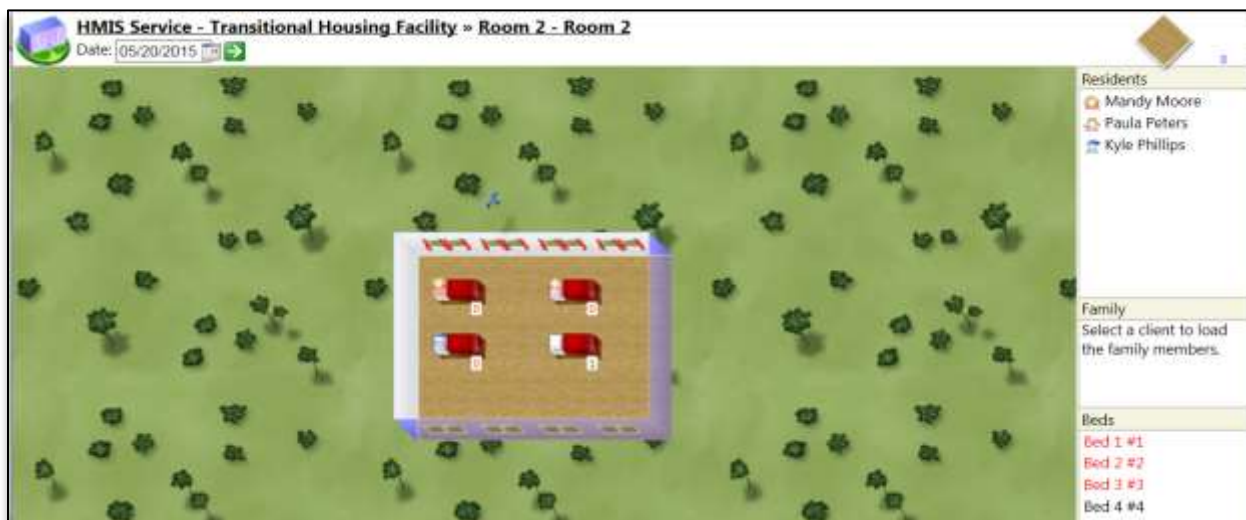
The Room listing screen also displays information about the total number of Beds and the total number of Beds still available for usage.

When selecting a Room, the system will display a floor plan, which includes all active Beds, along with their current status. Vacant Beds will show an empty Bed, while occupied Beds will show a person within the Bed itself.



Hovering over each Bed will show it basic information, hovering over an occupied person will show information about the current client that is placed in that Bed.

The right side of the Facility Inventory Room screen will show information about the current residents, and the status of the current beds. Selecting Residents will show the location in the Room and load their current family information. The functionality exist within the bed section, with beds highlighted in Red being occupied, those in Black are vacant.



The Facility Inventory Room view also provides some interactive functionality and allows for actions to be performed on empty beds (New Check In) and on occupied persons (Edit Check In/Delete Check In). These functions are the same as described earlier in the non-graphical Housing Residents screens and allows users to choose which type of interface best fit their Inventory Usage needs.

Voucher-Based Inventory:

Voucher-Based Inventory type allows for the entering and tracking of Rooms and Beds for programs that do not have a predefined set of Inventory and includes a number of housing voucher types, like Leasing/Rental Assistance, Section 8 (Housing Choice), VASH and Hotel/Motel. One of the main differences between the Facility-Based model and the Voucher-Based model is that the system builds your inventory as you use it in the system based on your household makeup. This will require programs to use our Check-In/Check-Out functions to take full advantage of this new inventory type and be able to report accurate information.

Within the Housing tab, all of the Voucher usage functionality exists within the Voucher Management folder, which will be detailed below.

Voucher Management:

The functions within this folder allow users to create new check-ins, and review active and closed vouchers to oversee the status of the entire Facility. As mentioned previously, while the general usage

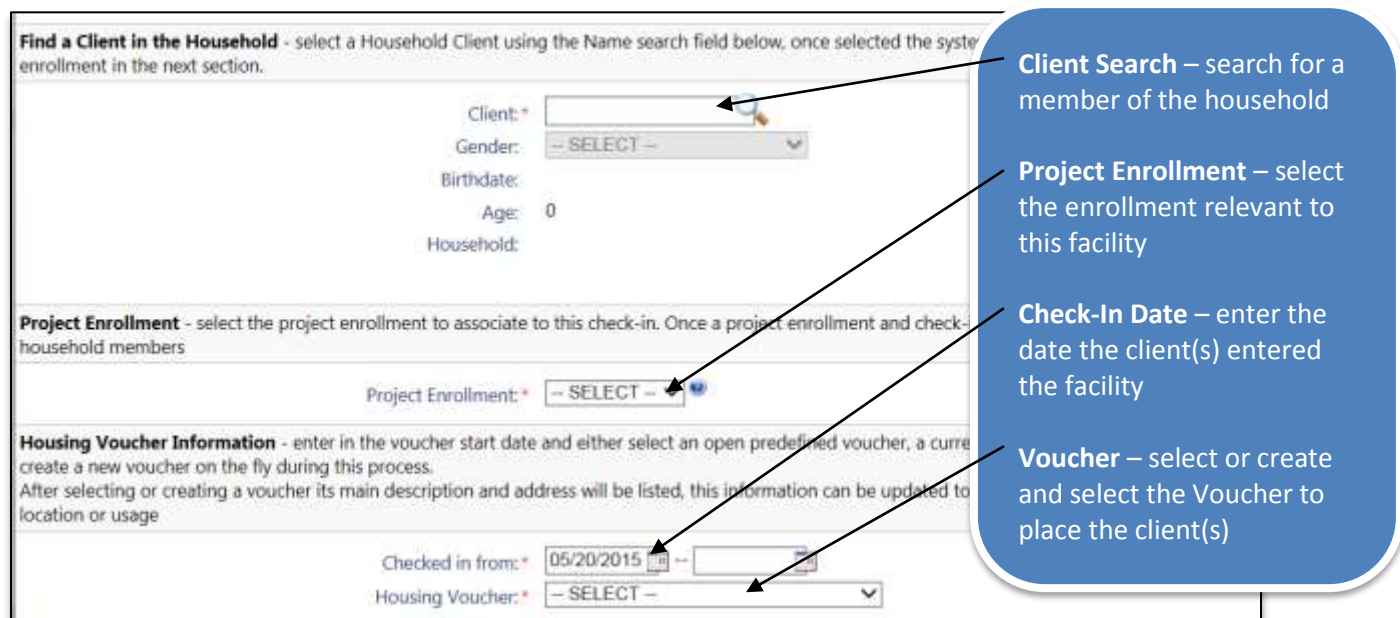
functions for Check-In and Check-Out remain the same as Housing Facilities, the Voucher processes relate more to creation of Beds than to the using of predefined ones.

Check-In Functions-

There is a single function for which to place enrolled clients into a Voucher, called Voucher Check-In, which allows for the selection of existing vouchers or the creation of new voucher during the process.



The Voucher Check-In function allows for the placement of a single client or multiple household clients into a voucher and this same function will be used in all situations and for all voucher types. With the voucher check-in you only need to start with the single client or a client that exists in the household you are looking to check-in.



Please note that when searching for a client, enter into the field with the following format (Last Name, First Name), or you can directly click on the magnifying glass on the client field to open up a search window.

Once the client is selected the system will display all program enrollments associated to the client that are relevant at this facility. Each facility is tied directly to a program and only clients enrolled into the associated program can be checked into the facility; only enrolled clients can be checked into facilities.

Household - select a Household Client using the Name search field below, once selected the system will prompt you to select a t section.

Client: * Woodruff, Woody

Gender: -- SELECT --

Birthdate: 9/25/1994

Age: 20

Household: Woodruff, Woody Household

select the project enrollment to associate to this check-in. Once a project enrollment and check-in date is entered the system v

Project Enrollment: * HMIS Service - Rental Assistance Housing (TH) 05/18/2015 -

Once the enrollment is selected, the system will populate the Housing Member Check-In area with all of the household members that are also enrolled into that program. This will allow the user to check all of the enrolled household members into the facility at the same time.

The Housing Voucher element allows for the selection of the Voucher in which to place or Check-In the selected clients. The system will list any predefined vouchers available and will also allow users to create a new voucher for this client(s) using the “**Create New Housing Voucher**” option.

Checked in from: * 05/20/2015 --

Housing Voucher: * -- SELECT --

#1000 New (Open) Voucher (0 current occupants)

Create New Housing Voucher

Select a predefined voucher or create a new voucher

In many cases, especially with Hotel/Motel Vouchers users will be creating a new voucher for use with the select client(s). To create a new voucher, select that option from the list and a new window will appear that allows for new voucher information to be recorded. Enter in the **Voucher Number**, **Voucher Description**, **Expected Capacity** and **Household Type**, along with any additional optional information preferred, and hit “Save” at the bottom of the window.

Voucher Number: * 1012
 Voucher Description: * Woodruff Family Voucher
 Expected Capacity: * 2
 Monthly Amount:

Address:
 City/State/Zip Code: City State Zip Code
 Fair Market Rent Area:

Household Type: * Households without children
 Designated for Chronically Homeless: ☐
 Designated for Veterans: ☐
 Designated for Youth: ☐
 Bedrooms: 1
 Features: Can be locked for privacy ☒

Each voucher requires the #, Description, Expected Capacity and Household Type to be recorded

The system will create the new voucher for the facility and will close the window and refresh the Housing Voucher list, which will allow for its selection and use with the current client(s).

Checked in from: * 05/20/2015 --
 Housing Voucher: * **- SELECT -**
 #1000 New (Open) Voucher (0 current occupants)
 #1012 Woodruff Family Voucher (0 current occupants)
 Create New Housing Voucher

Once a voucher is selected from the list, the system will display a voucher information section that contains the Voucher Description, Voucher Address and a Voucher Amount. This will allow for additional configurations or updates to be made the voucher prior to its use.

Checked in from: * 05/20/2015 --
 Housing Voucher: * #1012 Woodruff Family Voucher (0 current occupants)
 Is Voucher Full?: ☒
 Voucher Desc: Woodruff Family Voucher
 Address: West Haven Apts. # 102
 City/State/Zip Code: Carlisle PA 17013
 Monthly Voucher Amount: \$875.00

While newly added vouchers will most likely have this information added during creation, this provides an opportunity to customize a predefined voucher that was originally created with generic or default information.

When using a Voucher, it default to a full status, indicated with the checked “Is Voucher Full” option. This signifies that the voucher is closed to additional persons, to keep this voucher open for the additional of extra clients uncheck this option.

Once a voucher is selected and supplemental information is completed as desired, the selected client and client’s household members will be listed and selected to be assigned or checked into the voucher at the bottom of the screen. To complete the process hit “Check In” on the bottom of the form.

Name	Gender	Age	Service Sharing	Restriction	Voucher Bed No	Voucher Bed Desc
Woodruff, Happy		11	Not Shared		85659	Woodruff, Happy
Woodruff, Woody		20	Shared	Share Transaction	85658	Woodruff, Woody

Please note that with housing vouchers, unlike housing facilities, no Beds need to be selected or assigned as the system will automatically build a Bed for each client assigned to the Voucher. The client’s ID will be the Bed Id and the client’s name will be the Bed Description. This process allows the actual usage of the voucher to determine the actual Bed inventory and provides an accurate record of the Rooms (Vouchers) and Beds (Persons) served by the facility and the program.

The Check-In process can be accomplished in two ways, the first way, which was explained above, is once a client(s) is enrolled into a program, you can use the Voucher Check-In function within the Voucher Management folder of the Housing tab to place them into your inventory. The second way, which is the easiest and recommended way, is to perform the Check-In function at the end of the program enrollment process.

When performing a program enrollment, once the initial enrollment data elements are collected the system determines whether or not this program has associated inventory. If the system identifies that inventory exists, it will prompt the user to perform a Check-In of those enrolled clients at the end of the process.

Perform Check-In?

Perform a Check-In for HMIS Service - Trans. Housing Rental Assistance?

✓ Yes, check clients into the Facility

✗ No, complete enrollment

Yes – provides the appropriate Check-in function for the enrolled clients

No – skips the Check-In process and ends the enrollment

Selecting “Yes” will allow you to Check-In the client(s) into your Facility, selecting “No” will skip the Check-In process and end the enrollment. For those programs that maintain their inventory and intend to collect and track inventory usage data, we highly recommend using this function to perform all Check-Ins. It provides a single process in which to complete both the enrollment and the check-in functions without having to go back and perform additional actions. However, the stand-alone option is always available to use when clients were not originally checked in during enrollment.

Voucher Review Functions-

Once clients have been checked into your Facility, we have two options to allow for the review of active and closed vouchers, called Active Voucher Review and Closed Voucher Review.



These options work in an identical fashion, with the only difference being which vouchers are displayed. These functions provided an easy-to-use tool to quickly view all of your Active and Closed vouchers.

Please note that a Closed Voucher refers to a voucher that has been used or occupied and all associated persons have been checked out or exited from voucher. Once a voucher has been used it is set to closed, it cannot be used again.

The Active Voucher function shows each voucher grouped by those that are available or open (not used) and those that are currently being occupied. Each voucher has a function set, based on whether it is available or occupied, located within its action menu.

<input type="checkbox"/>	Voucher #	Voucher Description	Is Full	Actual Occupants	Expected Occupants	Monthly Amount	Total Amount	Household Type	
Available									
<input checked="" type="checkbox"/>	1000	New (Open) Voucher	False	0	4			Households with at least one adult and one child	False
<input checked="" type="checkbox"/>	1012	Woodruff Family Voucher	False	0	2			Households without children	False
Occupied									
<input checked="" type="checkbox"/>	1617	Wonka Family Voucher	True	2	2	\$853.00	\$853.00	Households without children	False
				2	8	\$853.00	\$853.00		

Voucher Details
 Voucher Occupancy
 Voucher Is Not Full

All Vouchers has a **Voucher Details** option, which displays a voucher profile screen and can contain additional information that what is displayed in this function. Occupied Vouchers will also have a **Voucher Occupancy** option which will display a listing of all clients associated to the voucher and a **Voucher 'Is Full' Toggle** which allows users to switch the "Full" status on and off based on need.

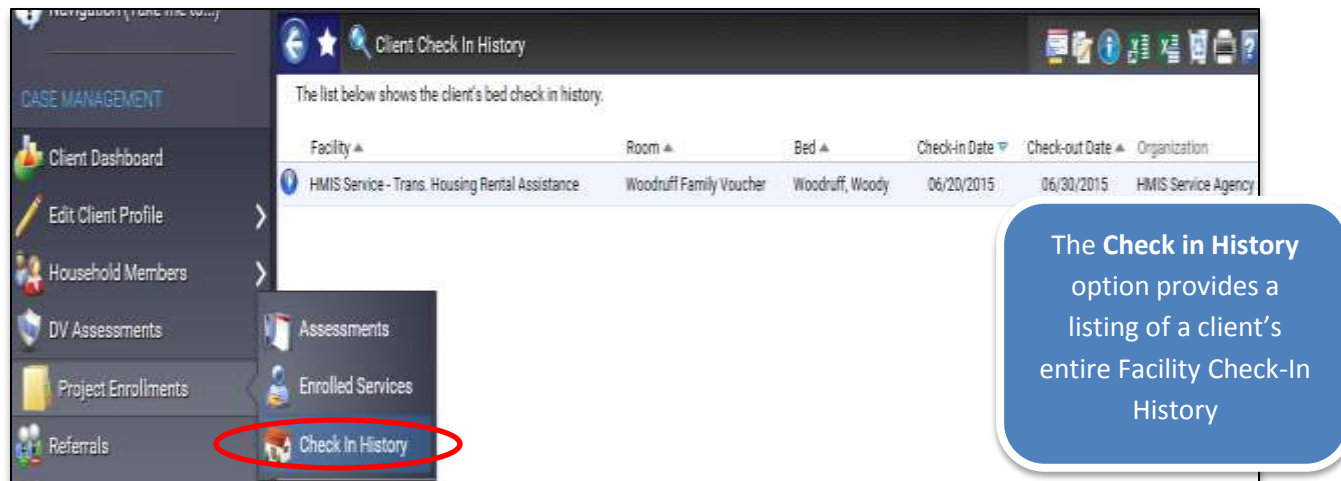
The Voucher Occupancy when selected shows each client assigned to the Voucher and provides users with the ability to **Edit Voucher Bed** or **Delete Voucher Bed** if desired within its action menu.

2 records found.

<input type="checkbox"/>	Voucher	Voucher Bed #	Voucher Bed Description	Capacity	Available Begin	Available End
	1617 - Wonka Family Voucher	86989	Wonka, Willy	1	5/11/2015	
	1617 - Wonka Family Voucher	87020	Wonka, Wilma	1	5/11/2015	
			2			

The **Edit Voucher Bed** allows the user to view more detailed information about the voucher association or voucher bed, which does allow for the entry of a Check-Out date to end the assignment. The **Delete Voucher Bed** will not only remove the client from the voucher itself, it will completely delete the voucher bed created during the assignment process.

While the Housing tab provides options in which to view Active and Closed Vouchers for the facility, there is also an area within the Client tab that allows users to view client's voucher information. To view a specific client's facility stay information, click on the Project Enrollments option and then select the Check In History function listed underneath. This option will list each of your client's check in records from both a current and historical standpoint.



Each Voucher record allow users to **Edit Voucher Check-In** and **Delete Voucher Check-In**, which works the same as in the Housing tab, Active/Closed Voucher, Voucher Occupancy option described earlier.

As with the Check-In process, the Check-Out process can be accomplished in two ways, the first way, which was explained above, is to manually go to a client's voucher record either within Check In History option or within the Active Voucher, Voucher Occupancy option and enter in a Check-Out date. The second way, which is the easiest and recommended way, is to perform Check-Out functions at the end of the program exit process.

When performing a program exit, once the initial exit data elements are collected the system determines whether or not this exiting client is still checked into a voucher bed. If the system identifies that the client is still checked into a voucher bed then the exit process will prompt the user to enter in a check-out date and Check-Out the client from their voucher. Since no client can remain in a voucher after they have exited a residential program the system will require the client be checked out before the process is considered complete.

Please note that since vouchers are created for one time usage, once a client is checked out of a voucher bed that inventory item will be closed out along with the voucher stay. Once all of the persons associated with the voucher have been checked out, the system will automatically close out the entire voucher. Users only need to worry about each voucher person's check-out dates, the system will handle the rest.

Facility Name:	HMIS Service - Trans. Housing Rental Assistance W
Check-in from:	5/18/2015 to <input type="text"/>
Voucher:	Woodruff Family Voucher #1012
Voucher Bed:	Woodruff, Woody #85638
Client and Enrollment Information - lists the client and program enrollment associated with this Apartment Voucher	
Client:	Woodruff, Woody
Birth Date:	9/25/1994
Gender:	
Project Enrollment:	HMIS Service - Rental Assistance Housing (TH) 05/18/2015 -
Apartment Voucher Address - optional address information linked to the Apartment Voucher for which this client is associated	
Voucher Desc:	Woodruff Family Voucher

During a Program Exit, any client still checked into a voucher will be required to be checked out prior to completing the process

With the Check-Out function within the program exit process being fully automated we recommend performing this action through the exit as much as possible. Users will not have to worry about manually checking clients out of vouchers or manually closing out vouchers prior to performing an exit and the system will ensure their data quality remains intact.