



## Using the Dashboard- Job Aid

This job aid will demonstrate the Dashboard and its functionalities in HMIS.

### Using the Dashboard

Department of Human Services  
Allegheny County, Pennsylvania

HMIS  
Homeless Management Information System

Programs Clients Activities Admin

Program List

\*\*Denotes Required Fields \*\*Denotes Half-Mandatory Fields

Program List Details

Select Provider Agency: BETHLEHEM HAVEN

Program ID	Program Name
643	BETHLEHEM HAVEN CME BRIDGE HOUSING
670	BETHLEHEM HAVEN Day Program (SHELTER) EGG
608	BETHLEHEM HAVEN SAFE HAVEN
514	BETHLEHEM HAVEN SHELTER
541	BETHLEHEM HAVEN SHELTER EGG
594	FIRST STEP
517	MENT STEP
515	SOAR
516	STEP UP

Service Details

Service ID	Service Name
123	CME Bridge Housing/Facility based/ ODR

Show Cancel

1. To view your dashboard, log into HMIS and select your program.
  - a. Navigate to *Program List*. Select the program to work with and click **Show** to bring it into focus. You will be brought to your *Dashboard*.

HMIS TRAINING Version: 1.0.0 - Windows Internet Explorer

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Dashboard - (KDTEST37 KDTEST37)

Accepted - Pending Referrals Upcoming Exits Reassessments Reports Due Extension Requests

Results 1 - 1 of 1

MCI ID	First Name	Last Name	SSN	Date of Birth	Gender	Due Date	Program verifies reassessment is completed?
1000607916	Jessie	Yates		01/01/1986	Female	12/28/2015	

Show Save Cancel



- b. The dashboard is separated by tabs that you can click to view.
  - c. To view any program or assessment information for a client listed, highlight the client's name and select the **Show** button. The household will be in focus and you can navigate to the *Household* screen or the *Assessment Creation* screen.
2. The *Accepted-Pending Referrals* tab will list all households whose referral status is "accepted-pending."
3. The *Upcoming Exits* tab will list all households who are due to exit the program within 30 days of their pre-populated estimated exit date.
4. The *Reassessments* tab will list all households who are due for a quarterly Update assessment or for an Annual assessment. Please see the *Reassessment* job aid for further instruction.
5. The *Reports Due* tab will list any reports coming due within 30 days.
6. The *Extension Requests* tab will list households for whom an extension request has been submitted.

### For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>