



# Local Search for Street Outreach

**Effective Date: April 29, 2017**

Effective April 28, 2017, the HMIS application will allow Street Outreach Programs to save and post clients for services without clearing them in MCI first. Additionally, staff will be able to search for clients within Street Outreach Programs using newly added fields discussed below.

## New fields within the Household List:

The screenshot shows the HMIS application interface. The top header includes the Allegheny County Department of Human Services logo and the HMIS logo. The main content area is divided into a left sidebar with navigation tabs (Program, Activity, Assessment, Enrollment, History) and a main form area. The 'Household List' table is visible, showing columns for HH Member, Member Name, Gender, Birth Date, Relationship to MoH, Citizenship, SSN, Vet Status, and MCI ID. Below the table, the 'Member Information' form is displayed. The 'Alias Name' field is highlighted with a red circle. The 'Frequent Locations' field is also highlighted with a red circle. The 'MCI Client Search' button is highlighted with a red circle. The 'Save Client' button is also visible.

HH Member	Member Name	Gender	Birth Date	Relationship to MoH	Citizenship	SSN	Vet Status	MCI ID
16972	Reyanah Sinha	Male	04/10/1996	Self (head of household)	US Citizen	132-31-2323	No	

**Member Information**

Prefix: [ ] First Name: [Reyanah] Middle Name: [ ] Last Name: [Sinha] **Alias Name**: [ ] Suffix: [ ] Name Data Quality: [Full name reported]

Date of Birth: [05/11/2011] Date of Birth Type: [Approximate DOB] SSN: [ ] SSN Data Quality: [ ] **Frequent Locations**: [ ]

Gender: [Male] Specify: [ ]

**Additional Details**

US Citizen? [Yes] If No: [ ] Relation to MoH: [Self (head of household)] Veteran Status: [No]

Race: [Asian] Ethnicity: [Client doesn't know]

Buttons: Save Client, New Client, **MCI Client Search**, Deactivate Client, New Household

1. Provider Staff navigates to their Program List, and then selects Walk-In
2. Alias Name
  - a. This new box allows staff to enter an alias, nick name, or "street name" for a client
  - b. These may be the names or ways that clients prefer to identify themselves in the community
  - c. Once entered, staff will be able to share the alias with other Street Outreach Programs, to assist in identifying clients better and respectful to preference, while still meeting the needs of the system
3. Frequent Locations
  - a. This new box allows staff to enter where a client resides most often, is seen during the day etc.
  - b. This will allow staff to better identify where to go when seeking out a specific client for services, etc.



**Clearing a client with a local household member identification:**

4. Provider Staff navigates to their Program List, and then selects Walk-In
5. Staff enter as much information as obtained from a client
  - a. If staff do not know the exact date of birth or legal name of a client, they fill in as much as they can gather or guess
    - i. Staff are still required to enter the below fields to save a client
      1. First Name
      2. Last Name
      3. Name Data Quality
      4. Gender
    - ii. Instead of MCI clearing a client with incomplete or potentially incorrect information, staff will be able to first *Save Client* (see Box 1)
      1. Saving a client provides them with a HH Member Identification Number



Exit |

**Local Search**

First Name  Last Name  Alias Name  DOB  Gender

**Potential Matches**

Results 1 - 0 of 0

**Detail Information**

**Info**

ID <input type="text"/>	Name <input type="text"/>	Alias <input type="text"/>	Frequent Location <input type="text"/>	Phone 1 Type <input type="text"/>	Phone 1 <input type="text"/>
SSN <input type="text"/>	Gender <input type="text"/>	Date of Birth <input type="text"/>		Phone 2 Type <input type="text"/>	Phone 2 <input type="text"/>
Address <input type="text"/>			Race <input type="text"/>	Phone 3 Type <input type="text"/>	Phone 3 <input type="text"/>
				Email Address <input type="text"/>	

2. Staff will get the above pop-up once they click *Save Client*
  - a. This pop up will search the Street Outreach programs for clients that have similar names, alias, etc.
  - b. Staff will be able to select from other previously saved Street Outreach Programs if they believe the client is the same
  - c. This functionality allows Street Outreach programs and providers to share information, alias, and frequented locations for clients to better serve the community
3. Staff will be able to post and service a client if they have a HH Member Identification Number
4. Staff should only clear a client through MCI when they can verify the quality and correct information
  - a. To clear a client through MCI, staff must enter a date of birth; select "full name data quality" in the *Name Data Quality* dropdown; and select "full date of birth data quality" in the *Date of Birth Data Quality* dropdown. After entering those fields and confirming they are correct, staff must click *Save Client* to save the changes. After those changes have been saved, the *MCI Client Search* box will enable.



**MCI Search**

First Name: John, Last Name: Smithfield, Alias Name: Smitty, DOB: 01/01/1980, Gender: Male

**Potential Matches**

Type	ID	First	Middle	Last	Suffix	SSN	DOB	Gender	%
Client		Asvh	S	Jibnbre				Male	51

**Select**

**Detail Information**

**Info**

ID	Name	Alias	Frequent Location	Phone 1 Type	Phone 1
SSN	Gender	Date of Birth		Phone 2 Type	Phone 2
Address			Name	Phone 3 Type	Phone 3
				Small Address	

- b. With the client in focus, staff then click *MCI Client Search* and go through the process to clear and assign an MCI if the client matches a *Potential Match* already in the system. If there is no match, staff can click the *Select* button under *MCI Search* to create a new MCI ID for the client.

### 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>