



## **HMIS Access Change for Designated Street Outreach HMIS Users: Read-Only View of other Street Outreach Programs**

Starting January 2017, identified HMIS users who work with street outreach programs will have read-only access to street outreach programs that are administered by other homeless service providers. The Bureau of Homeless Services and the Office of Data Analysis, Research and Evaluation believe this will be useful functionality for staff who work with people who are living in a place not meant for habitation, to assist in identifying individuals receiving service and to further improve service collaboration and service provision.

Street outreach users were identified through the biweekly street outreach collaboration meetings. Any new outreach users who would like to have this ability added to their HMIS user account must request it by emailing the DHS Service Desk and cc'ing Bureau of Homeless Services administrators. Any users who cease working with street outreach but continue working for their agency's homeless providers and need this read-only access removed must also request it through the DHS Service Desk and cc Bureau of Homeless Services administrators. If new street outreach programs begin, the Bureau of Homeless Services must be informed and a request must be made to allow the new outreach program to be part of the read-only access group.

Identified users have the ability to select any program under their own agency in HMIS, but can also select other agencies who provide street outreach and use HMIS. When another agency is selected, the identified user will only be able to view and select street outreach programs provided by that agency and will not be able to view or select non-outreach programs.

Identified users using the read-only function to view other street outreach programs will be able to view the Bulletin Board, Dashboard, Active Clients, Pending Clients, client assessments, outreach levels of engagement and use the census to check what clients were served and view assessments for exited clients.

While viewing other program's in read-only mode, edit access will be disabled and no changes can be made to clients entered by another agency while an identified street outreach user is viewing another program other than their own. While in read-only mode, identified users cannot start, complete or modify assessments that were done by another provider; they cannot add clients to the bulletin board, update bulletin board referral statuses or request program stay extensions. All fields will be disabled except for the *Show* button which will allow view access to client information and assessments. Additionally, the Reports tab of the Dashboard and the Reports section of HMIS will be hidden and cannot be viewed or accessed while an identified street outreach user is viewing a program other than their own.



**Logging in as an Identified Read-Only Street Outreach HMIS User**



1. When you log into HMIS, you will be navigated to the *Program List Details* screen.
  - a. As an identified street outreach user, your own agency will default to the top of the *Select Provider Agency* dropdown and you can view and select all programs run by your agency, which is the current process.



- b. To select a street outreach program under another agency, select the agency in the dropdown. You will see only street outreach programs provided by that agency. Select the street outreach program in the grid that you want to view; click **Show** to bring the program into focus.



## Viewing in Read-Only Mode

1. Identified users will be able to view the Bulletin Board, Active Clients, Pending Clients, the Dashboard and Census with read-only access. While viewing another agency's program, edit access is disabled and no changes can be made to any client information. Additionally, while viewing another agency's outreach program in read-only mode identified users cannot add clients to the bulletin board, modify referral statuses or request program extensions.
2. The Reports tab of the Dashboard and the Reports section of HMIS will be hidden and cannot be viewed or accessed while an identified street outreach user is viewing an outreach program other than those run by their own agency.

**Census Details**

Date(From): 12/01/2015 Date(To): 02/01/2016  
 Organization / Agency: MERCY LIFE CENTER CORPORATION Program: Mercy ESG Street Outreach

Total Households		Total Served		Total Number	
Household Type	#of Household	Adults	Children	Leavers	Stayers
Single Adults	53			0	53
Adult With Children					

Total Number of Adults	Total	Ages 18-24	Ages 25-61	Ages 62 and over
Total Number of Adults	53	1	49	3

Total Number of Children	Total	Ages 0-3	Ages 4-6	Ages 7-12	Ages 13-17
Total Number of Children					

Type	Total
Number of Enrollments	53
Number of Unduplicated Clients	53

Results 1 - 10 of 53

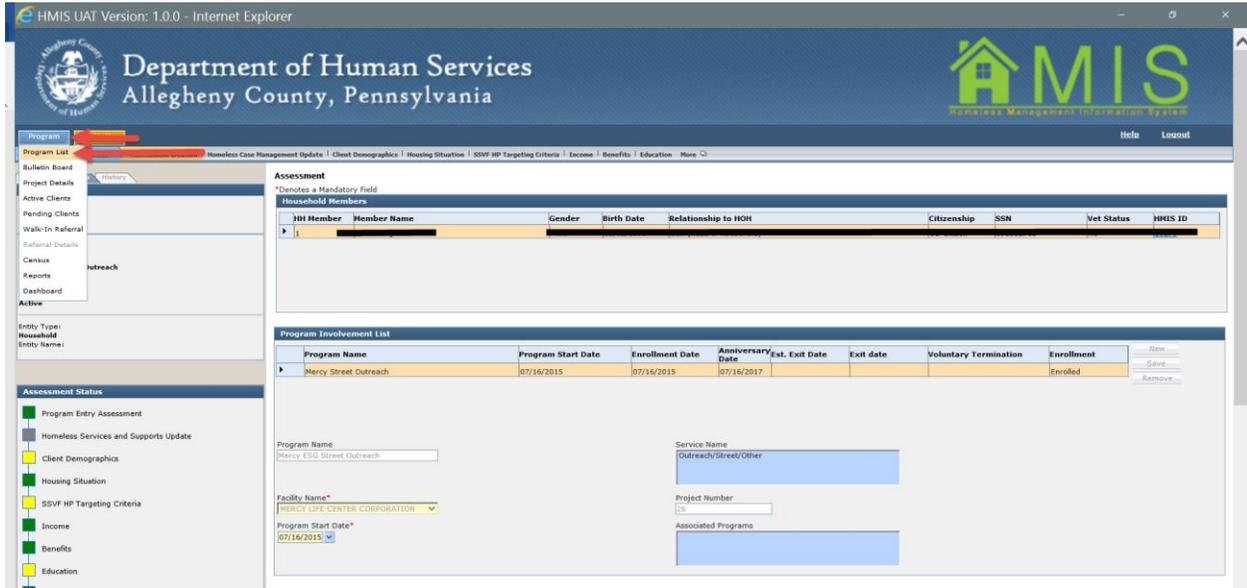
Household ID#	First Name	Last name	Adult / Child	Age at Entry	Age as of Today	Gender	Date Enrolled	Last Assessment Date	Date Exited	Voluntarily Terminated
63685	Jaboz	Jzcpjatx	A	42	43	Male	07/16/2015	10/06/2015		
64163	RWUSB	EMUGQH	A	49	50	Male	12/10/2015	12/10/2015		
64177	Klclqtq	Psishz	A	36	38	Male	07/14/2015	10/08/2015		
73896	Isbaueb	Negbbkxmx	A	43	45	Male	09/09/2015	12/10/2015		
73897	Dmqbtcc	Kmzfxp	A	38	39	Male	12/10/2015	12/10/2015		
73909	Wvexopzvt	Nmzexq	A	57	58	Male	12/10/2015	12/10/2015		
73925	Uejcw	Gidy	A	33	34	Male	12/10/2015	12/10/2015		
73936	Cis	Eehbbkx	A	56	57	Female	12/10/2015	12/19/2016	12/18/2016	Y
73953	ITNSZ	TWPU	A	41	43	Male	12/10/2015	12/10/2015		
73971	Mifhby	Xmzghpv	A	53	55	Female	12/10/2015	12/10/2015		

Buttons: Submit, Show, Preview, Cancel

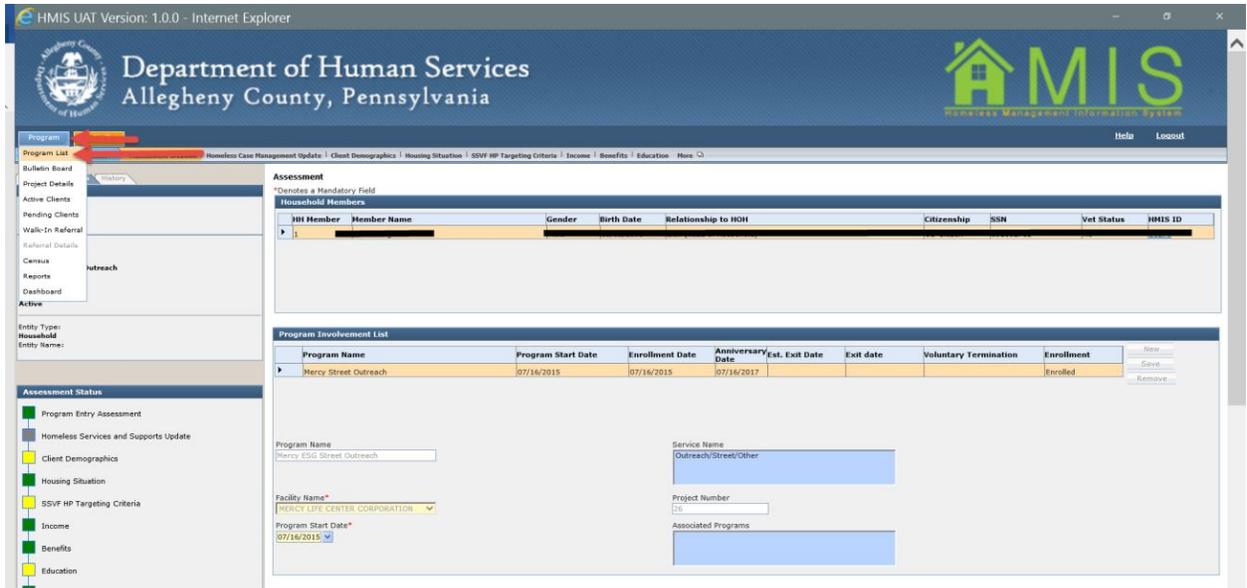
3. While in read-only mode, identified users can navigate to the Census screen, submit a date range and view all clients served during that selected date range.
  - a. To view a specific client, select the client and click **Show**.
  - b. You will be navigated to the Assessment Creation screen. You will be able to view the client's program involvement information, street outreach levels of engagement (if any have been entered) and any assessment information.
    - i. **Please note that all buttons except for Show and Preview have been disabled. While viewing a client entered by another agency, all edit access is disabled.**

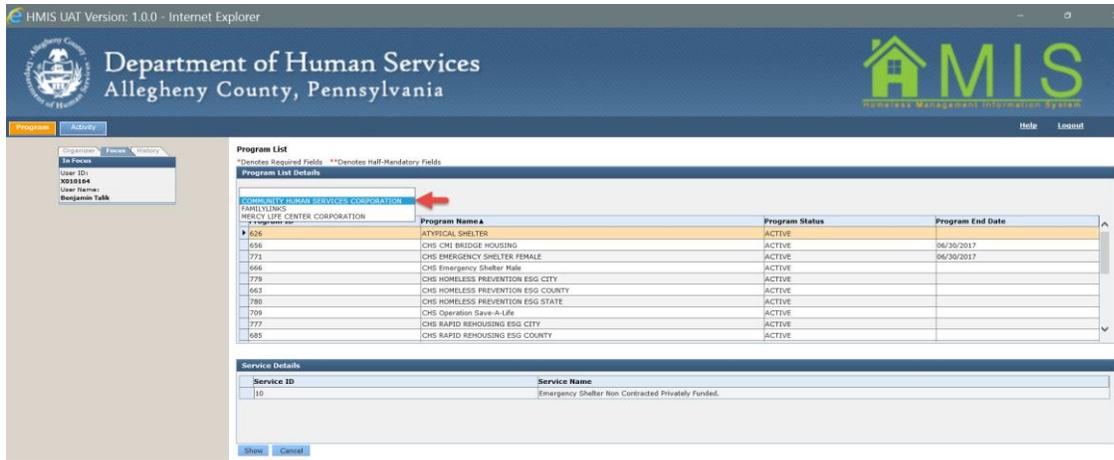


**To Switch from Read-Only Mode to Working with your own Agency**



1. To switch from viewing another agency's street outreach program in read-only mode to selecting your own agency in HMIS, hover over the **Program** button on the top left side of the screen and select *Program List* in the dropdown.





- Select your own agency in the Select Provider Agency dropdown. The screen will refresh and you can select the next program you want to work in.

**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>