

HMIS Data Entry for Domestic Violence Victims Instructions

Please review the instructions below regarding the new HMIS data collection entry process for CCADV Organizations.

Data Entry Field	Description of Field
Referral Date	Date the client's unidentified information was sent to CCADV
CAN which client seeks placement	Please enter the CAN name in which the client is seeking housing. This may not necessarily be the CAN in your catchment area.
VI-SPDAT Score	The score the client receives from the VI-SPDAT that was conducted by CCADV provider in house.
Household Type	The number of bedrooms the client will need given their family size.
Chronically Homeless	Is the client chronically homeless by HUD's definition? Please visit CCEH or HUD's website for the complete definition.
High Risk	Is the client identified as high risk due to their LAP screen, danger assessment, SRI or through safety planning?
Point of Contact at CCADV	Please allow the person processing your client to CCEH to fill this section out along with their email and phone number.
Unique Client ID#	This number will be assigned by the CCADV point of contact and sent back to you on the PDF fillable form.

Important tips and reminders:

- This system is put in place to allow domestic violence victims to enter the HMIS system in a confidential manner. It does not guarantee a quicker turnover for housing placement.
- Member organizations are still responsible for advocating for their clients at CAN and housing meetings.
- Please keep track of your client's Unique ID# for easy identification when housing does become available. CCADV does not know what client is assigned to the Unique ID# and will only call the member organizations upon CCEH's acceptance of a client into housing. The advocate will then work with CCEH going forward.
- Clients are NOT to call CCADV to check on their status within the CAN. This puts clients at risk of their identity being discovered and CCADV does not have access to this information.