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**HMIS User Group Meeting  
February 4, 2015**

**Amy Marsteller, AMHA  
Barb Corpora, ACCESS  
Matt Barlet, CAN  
Karen Stambaugh, HM Life  
Pauline Egan, Family Promise  
Antoinette Brown, Legacy III  
Allison Ball, Oriana House  
Janice Stahl, NCCH  
Sharon Davis, OMCDC  
Lynn Smith, Safe Landing Girls  
Dawn Swanson, Safe Landing Boys  
Patrice Henderson, CSB  
Terry Lutz, Salvation Army  
Sam Moore, Valor Home  
Patrice Symons, SSVF  
Janet Lowers, Salvation Army  
Helen Kaundourakis, Valor Home  
Crystal Murphy, InfoLine  
Chris Riddick, InfoLine**

**Agenda**

➤ **Welcome/Introductions – Thank you for attending!**

➤ **Client Summary screen will be default, not Client Profile**

**Reviewed the Client Summary screen in ServicePoint. This will now be the default screen when you search for a client in ServicePoint. Also on the Client Profile screen, the HUD CoC and ESG Entry assessment will no longer show on that screen.**

**Also, the Data Completeness Report will be suspended until Bowman updates it to reflect the 2014 Data Standards.**

**Zip code and Zip Data Quality are being added to HUD Coc and ESG Entry assessment.**



### ➤ **Updating Income**

**Provided handout explaining how to update income in ServicePoint. There are three situations that could occur.**

- 1. If you are working with a client that is already in HMIS and the income was reported incorrectly, you can update the current income source amount to reflect the correct amount.**
- 2. If you are working with a client that is already in HMIS and the income amount in HMIS was correct at one time but now is a different amount, put an end date to the income source amount (leaving receiving income in the sub-assessment as 'YES'. Do not change it to 'NO'). Then add a new sub-assessment to reflect the new income amount as of the date it became effective.**
- 3. If you are working with a client that is already in HMIS and the income amount in HMIS is still correct, leave it alone.**

### ➤ **Review of HMIS**

**Demonstrated on the HMIS Training Site how to enter a client into ServicePoint.**

**Our next meetings will be as follows:**

**HMIS User Group Meeting – April 2, 2015 – Infoline at 1:30  
HMIS Advisory Group Meeting – March 5, 2015 – Infoline at 1:30  
CoC Steering Committee – March 25, 2015 – Access at 1:30**

**For printed materials and other HMIS related information go to [www.HMISSummit.net](http://www.HMISSummit.net).**