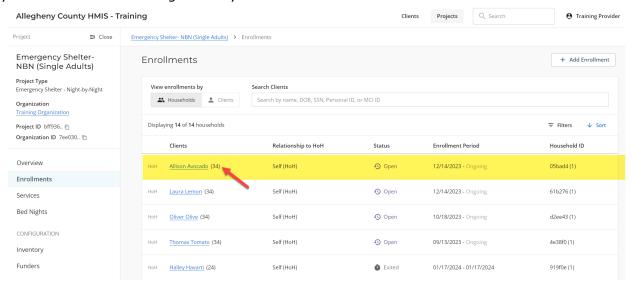
Housing Pathways- HMIS Job Aid

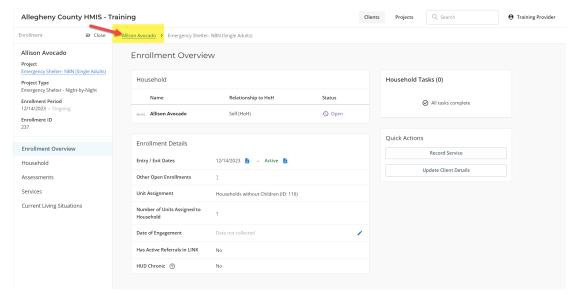
This job aid will walk through how to enter Housing Pathways for clients in HMIS.

Entering Pathways for clients

Log into HMIS and select your project; navigate to the *Enrollments* screen. Select the name of the client you wish to enter Housing Pathways for.



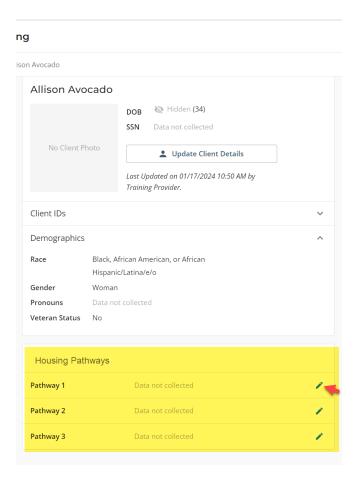
Once you select the client's name, you'll be navigated to the client's *Enrollment Overview* screen for the project. Navigate to the client record by clicking their name at the top left of the *Enrollment Overview* screen:





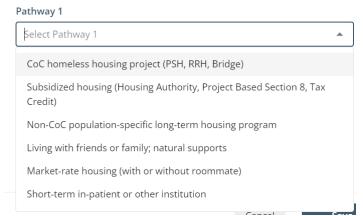
On the client's record is the section *Housing Pathways*. To enter one or more Housing Pathways, click the pencil symbol to the right of the pathway.

Three different Pathways with narratives can be entered in total.



Select the appropriate Housing Pathway in the Pathway dropdown, then enter date and associated narrative, including identified leads. Click the *Save* button to save each Pathway after it is entered.





Pathway 1	Subsidized housing (Housing Authority, Project Based Section 8, Tax Credit)	
	Date	
	01/24/2024	
	Narrative	
	Narrative here. Identified lead is Staff 123	
Pathway 2	Market-rate housing (with or without roommate)	
	Date	
	01/24/2024	
	Narrative	
	Second pathway narrative	
Pathway 3	CoC homeless housing project (PSH, RRH, Bridge)	
	Date	
	01/24/2024	
	Narrative	
	Third pathway narrative; identified lead is Staff ABC.	

For more information...

For assistance, please contact the Allegheny County Service Desk at dhs-servicedesk@alleghenycounty.us or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access Service Desk Plus, go to: https://dhs-servicedesk.alleghenycounty.us/