



Specialized process for SSO projects tracking kinship placement - HMIS Job Aid

This job aid will walk through how some Supportive Services Only (SSO) projects can enter text to indicate that kinship placement was achieved for participants under their Current Living Situation screen.

Please note that the information in this guide is specialized and does not apply to all SSO projects. Please contact the Office of Community Services with questions.

How to indicate Kinship Placement Achieved for Participants

Log into HMIS and select the Projects button on the upper right screen.

Allegheny County HMIS - Training

Clients Projects

Search Type

Broad Search Specific Search

Search by name, DOB, SSN, Personal ID, or MCI ID

To add a client, search first. Search Tips: Search by name, DOB (mm/dd/yyyy), SSN (xxx-yy-zzzz), Warehouse ID, Personal ID, or MCI ID. It is often most efficient to search using the first few characters of the first name and last name, e.g. to find Jane Smith you might search for ja sm.

Select the project.

Allegheny County HMIS - Training

Clients Projects Admin

Search

Ann Boyd

Direct Entry PSH- Special Population	Training Organization	(PH - PSH)	08/29/2023 - 08/30/2030
Emergency Shelter- Family	Training Organization	(ES - Entry/Exit)	08/29/2023 - 08/29/2050
Emergency Shelter- Invite-Only (single)	Training Organization	(ES - Entry/Exit)	01/01/2024 - Active
Emergency Shelter- NBN (Single Adults)	Training Organization	(ES - NBN)	08/29/2023 - 08/29/2050
HAP Shallow Rent	Training Organization	(TH)	01/01/2024 - Active
PATH Contingency Funds Training	Training Organization	(SSO)	10/01/2023 - 09/30/2050
PATH SSO Linkage Training	Training Organization	(SSO)	08/29/2023 - 08/29/2030
PSH Training Program	Training Organization	(PH - PSH)	08/29/2023 - 08/30/2050
Rental Assistance Training	Training Organization	(HP)	08/29/2023 - 08/29/2050
RRH (ESG) Training Program	Training Organization	(PH - RRH)	08/09/2021 - Active
RRH Case Management Training program	Training Organization	(SSO)	08/28/2023 - 08/29/2030
Street Outreach Training	Training Organization	(SO)	08/29/2023 - 08/23/2050

Navigate to the Enrollments screen. Select the name of the individual to navigate to their Enrollment Overview screen.



Allegheny County HMIS - Training

Clients Projects Admin Search

Project Close SSO/Case Management Training program > Enrollments

SSO/Case Management Training program

Project Type: Services Only
Organization: Training Organization
Project ID: ebe729
Organization ID: 7ee030

Overview
Enrollments
Assessments

Enrollments

+ Add Enrollment

View enrollments by: Households Clients
Search Clients: Search by name, DOB, SSN, Personal ID, or MCI ID

Displaying 7 of 7 households

Clients	Relationship to HOH	Status	Enrollment Period	Household ID
Hoh Matthew Melon (38)	Self (Hoh)	Open	05/09/2024 - Ongoing	6efaf9 (1)
Hoh Buffy Summers (44)	Self (Hoh)	Open	04/16/2024 - Ongoing	6b6b59 (1)

On the *Enrollment Overview* screen, select the *Current Living Situation* button on the left.

Allegheny County HMIS - Training

Enrollment Close Buffy Summers > SSO/Case Management Training program

Buffy Summers

Project: SSO/Case Management Training program
Project Type: Services Only
Enrollment Period: 04/16/2024 - Ongoing
Enrollment ID: 313

Enrollment Overview
Household
Assessments
Current Living Situations
ADMIN
Audit History

Enrollment Overview

Household

Name	Relationship to HOH	Status
Hoh Buffy Summers	Self (Hoh)	Open

Enrollment Details

Entry / Exit Dates: 04/16/2024 - Active

Unit Assignment: Supportive Service Only Capacity (ID: 61)

Number of Units Assigned to Household: 1

Date of Engagement: Data not collected

HUD Chronic: No

On the *Current Living Situation* screen the *Add Current Living Situation* button at the top right.

Allegheny County HMIS - Training

Clients Projects Admin Search

Enrollment Close Buffy Summers > SSO/Case Management Training program > Current Living Situations

Buffy Summers

Project: SSO/Case Management Training program
Project Type: Services Only
Enrollment Period: 04/16/2024 - Ongoing

Current Living Situations

+ Add Current Living Situation

Information Date	Living Situation	Location Details
No current living situations		

In the pop-up, use the *Information date* field to enter the date that kinship placement was achieved.

Use the *Current Living Situation* drop-down to indicate their housing situation. Answer the dependent question “Is client going to have to leave their living situation within 14 days.”

In the *Location Details* text field, first enter the text “Kinship placement achieved.” Additional brief narrative describing the situation should be entered. Click Save.



Edit Current Living Situation

Information Date (Required)

02/01/2024

Current Living Situation (Required)

Staying or living in a family member's room, apartment, or ho...

Is client going to have to leave their current living situation within 14 days?

☐ Yes

☒ No

☐ Client prefers not to answer

☐ Client doesn't know

☐ Data not collected

Location details

Kinship placement achieved. Buffy is living with her sister in Tarentum.

Cancel

Save

The information entered will display as a row on the *Current Living Situation* screen.

[Buffy Summers](#) > [SSO/Case Management Training program](#) > Current Living Situations

Current Living Situations			+ Add Current Living Situation
Information Date	Living Situation	Location Details	
02/01/2024	Staying or living in a family member's room, apartment, or house	Kinship placement achieved. Buffy is living with her sister in Tarentum.	

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/>