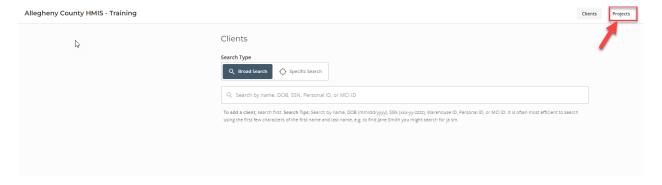
## Specialized process for SSO projects tracking kinship placement - HMIS Job Aid

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.

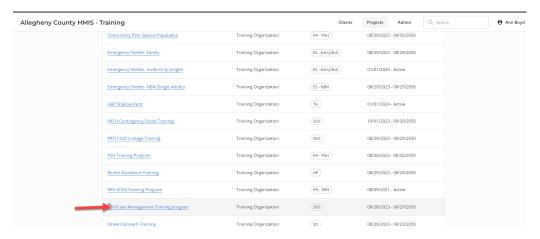
Please note that the information in this guide is specialized and does not apply to all SSO projects. Please contact the Office of Community Services with questions.

## How to indicate Kinship Placement Achieved for Participants

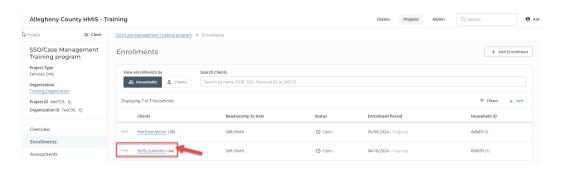
Log into HMIS and select the Projects button on the upper right screen.



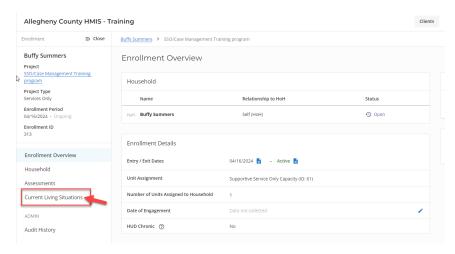
## Select the project.



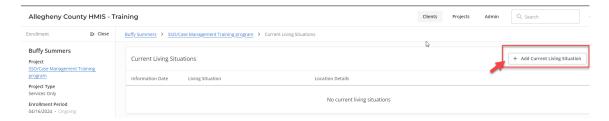
Navigate to the Enrollments screen. Select the name of the individual to navigate to their Enrollment Overview screen.



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



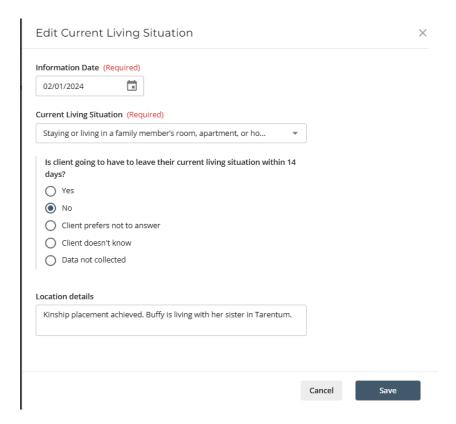
On the Current Living Situation screen the Add Current Living Situation button at the top right.



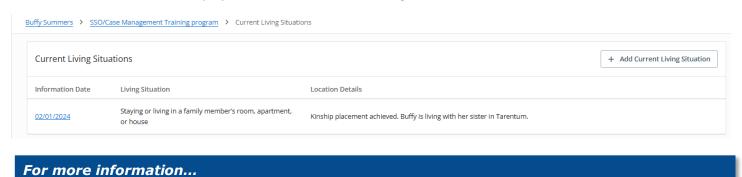
In the pop-up, use the Information date field to enter the date that kinship placement was achieved.

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 <u>Save.</u>



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



For assistance, please contact the Allegheny County Service Desk at <a href="mailto:dhs-servicedesk@alleghenycounty.us">dhs-servicedesk@alleghenycounty.us</a> 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/