

## HMIS ESHAP Navigator Services – Data Entry Workflow

EDA set to	Task
<b>Shelter</b>	Choose your <b>EDA</b> – ‘Enter Data As’.
<b>Shelter</b>	Search for Existing Client or Create Client if they are not in ServicePoint.
<b>Shelter</b>	Create/Update Client and Household if you are working with a family.
<b>Shelter</b>	Add <b>ENTRY</b> with HUD entry type into Shelter on the date that Client began staying in the shelter. Fill out/verify the data elements in the <b>UDE (HUD CoC &amp; ESG Entry SO ES SH (2020-2021) and Maine Required Data Elements</b> Assessments (Record Zip of Last Permanent Residence, Release of Information).
<b>Shelter</b>	Complete the <b>Maine NavSea</b> . Record it through an <b>Interim</b> Review (Type: Update) the NavSEA information is on the <b>Maine Required Data Elements</b> assessment.
<b>ESHAP</b>	If the Client has been determined eligible for ESHAP Navigator Services, change your <b>EDA</b> to the ESHAP EDA ( <b>Shelter Name – ESHAP Navigator Services</b> ).
<b>ESHAP</b>	Add an <b>ENTRY</b> with HUD entry type in to the <b>ESHAP</b> program. Be sure to change the <b>Prior Living Situation</b> and <b>Length of Stay in Previous Place</b> .
<b>ESHAP</b>	Complete a <b>Housing Stability Plan</b> with the Client and record it in ServicePoint using <b>Add Multiple Services</b> . Record the NavSea service.
<b>ESHAP</b>	Record <b>30 day check-ins</b> <u>at least</u> <b>once every 30 days</b> using a <b>Service</b> . The <b>Housing Stability Plan</b> should be <b>updated every 90 days</b> and is also recorded using a <b>Service</b> .
<b>Shelter</b>	As needed, as Client information changes, via an <b>Interim</b> Review, record the changes in the <b>HUD CoC &amp; ESG Update 2021</b> assessment.
<b>Shelter</b>	Add an <b>EXIT date</b> from the Shelter when the Client exits the shelter and complete the <b>EXIT</b> assessment and the <b>Shelter/ESHAP Exit</b> assessment.
<b>ESHAP</b>	If the Client is permanently housed and continuing to receive <b>Navigator Services</b> , leave the <b>ESHAP entry</b> open and continue to record <b>Services</b> until the Client no longer receives Navigator Services. Record the <b>Housing Move In Date</b> through an Interim.
<b>ESHAP</b>	If the Client is in the <b>ESHAP</b> project over 365 days, you are required to complete an Annual Assessment. The Assessment must be done between 30 days before or 30 days after the Head of Household’s Project Start Date. (Start date of 1/1/2020 – Annual Assessment due between 12/1/2021 and 1/30/2022) Check with the Head of Household for any changes to Income, Non-Cash Benefits, and Health Insurance. Create an Interim Review (Type: Annual Assessment) and update any information that has changed. If nothing has changed, create the Interim and Save it.
<b>ESHAP</b>	Add an <b>EXIT date</b> from the <b>ESHAP</b> program when Navigator Services end. Complete the <b>HUD CoC &amp; ESG Exit 2021</b> assessment and the <b>Shelter/ESHAP Exit</b> assessment.