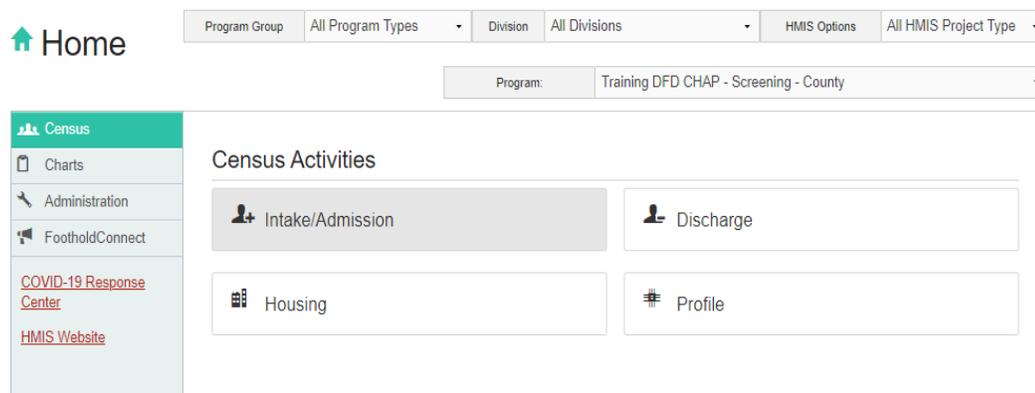




DCA Homeless Initiative Screening Instructions for Referral Agencies

Processing an intake

- From the AWARDS home screen, select Census then Intake/Admission. On the Intake/Admission Search settings page, select your county's DCA Homeless Initiative Screening project, enter the consumer's name, DOB, and SSN if available, then select continue.



- On the Intake/Admission Search Results page, use the Create New Application link on the search results page to continue to the intake form.



- Complete the intake form. Data must be entered in all fields marked with a red asterisk. Select Process Admission when form is complete. Select a response then hit Continue to record client consent. Once in Household Composition, leave the cursor on Create a new household and select Continue.
- Enter no when asked to add additional household members and select Continue. On the next screen, the green check mark next to the consumer's name indicates they have been

admitted, their consent is recorded, and they were placed in a household.

Training DFD CHAP - Screening - County
Household Composition - Admissions
Global Household ID: 1205707
radric davis

Would you like to admit a household member into this program?

	First Name	Last Name	Date of Birth	SSN	Relation to Primary Client
<input checked="" type="checkbox"/>	radric	davis	01/01/1995	999-99-9999	Self
<input type="checkbox"/>	Nayvadius	Wilburn	01/01/1994	999-99-9999	Cousin

CONTINUE

FACE SHEET

5. The process of entering a consumer into your county's DCA Homeless Initiative Screening project is now complete.

Adding records to the consumer's filing cabinet

1. From the AWARDS home screen, select Census, then Profile, then Face Sheet.
2. Select the consumer's name from the drop-down menu and select Continue.
3. On the Face Sheet, locate the section titled Consumer File Cabinet near the bottom of the page. Select Update Consumer File Cabinet. From there, use the icon highlighted below to add a new record.

The screenshot shows the 'Consumer File Cabinet' interface. At the top, there are dropdown menus for 'Program' (Training DFD CHAP - Screening - County) and 'Consumer' (sramble, ty). Below these is a search bar and a 'Filter by' dropdown set to 'All Columns'. A table with columns 'Name', 'Description', 'Worker', 'Date', and 'Size' is shown, with the message 'No records found.' displayed below it. A toolbar above the table contains several icons, with a green plus sign icon highlighted in yellow.

- Use the Choose File link to add records previously scanned to your computer to pick the correct file. Name your file and use the Save link to add the file to the consumer's record.

Charts > Consumer File Cabinet > New File

Consumer File Cabinet

Program: Training DFD CHAP - Screening - County

Consumer: sramble, ty Archives: No

New File

[Return to Face Sheet](#)

* Name

Description

* File
Choose File No file chosen
 Currently using 0.00MB of 20MB

Cancel Save

- The process of adding a file to a consumer's record is now complete.

Referring a consumer to the Rapid Rehousing Program

- From the Home Screen, select the program you need to access from the drop-down menu. Then follow Census > Profile > Face Sheet to access the client's record.

Home

Program Group: All Program Types | Division: All Divisions | HMIS Options: All HMIS Project Type

Program: Training DFD CHAP - Screening - County

Census

- Charts
- Administration
- FootholdConnect
- [COVID-19 Response Center](#)
- [HMIS Website](#)

Census Activities

+ Intake/Admission

- Discharge

Housing

Profile

Face Sheet
[View Waiting List](#)

- Select a consumer's name from the menu and select Continue.

3. Locate the Select Program for Placement field. Choose the correct program from the drop-down menu and select Make Placement. A message will be sent to the receiving agency to complete the referral process.

Referred By:	NJHMFA-Self Referral - Self <input type="button" value="Update Referral Source"/>
Intake / Admission:	09/03/2020 / 09/03/2020
Last Visit:	Never
Last Service Contact Date:	
Alerts Information from Admission Note	
No Allergies	No Medication Side Effects
No Danger to Others	No Needle Disposal Issue (e.g. Diabetes)
No Danger to Self	No Physical/Sexual Abuse or Neglect (No Victim No Abuser)
No Drug/Alcohol Use or Abuse	No Other
Alerts, Barriers, Risks:	
HRA 2000 Conditions:	
Select Program for Placement:	<input type="button" value="Make Placement"/>
Information Sharing Level:	
a) I agree to share my name, gender, ancestry, program enrollment and exit dates, demographic information, miscellaneous section, and contacts information, cash disbursements via the HMIS system with other partner agencies.	

4. The process for referring a consumer is now complete.

Checking Referral Completion Status

1. From the Home Screen, select the program you need to access from the drop-down menu. Then follow Census > Intake/Admission.
2. On the Intake/Admission search screen, select Reports from the Database drop-down menu.

Intake / Admission Search

Program	Database
Training DFD CHAP - Screening - County	Data Entry
	Data Entry
	Reports

1. Search for existing referrals using identifying information:

First Name	Last Name	Alias	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Select Central Intake Report button found at the bottom of the page.

Referral Information Summary Report Only?

Omit Referral Source Contact Person?

4. The report will display on the next page. **This report tells you consumers who have been referred AND admitted to the DFD CHAP payment program. It DOES NOT list consumers that you have referred but have yet to be admitted.**

Training DFD CHAP - Screening - County

Central Intake Report from 05/16/2020 to 11/12/2020

Screened	Applicant	Birthdate	SSN	Status	Program	Admitted	Admission Date
10/27/2020	DFDForm Copy	01/01/1970	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/27/2020
10/06/2020	radric davis	01/01/1995	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/06/2020
10/27/2020	Eloise Plaza	12/13/1991	999-99-9999	Accepted-Admission	Training DFD CHAP - Payment Provider	yes	10/27/2020
Successful Referrals Made from Training DFD CHAP - Screening - County:							3
Total Referrals Made from Training DFD CHAP - Screening - County:							3

[Excel File](#)