

Street Outreach SP5.12

This is a supplemental guide to the, [Standard Workflow Summary \(PDF\)](#). The Standard Workflow must be followed to ensure accurate data entry and reporting. If you are not familiar with the Standard Workflow, please contact your Agency Data Administrator or the HMIS Help Desk for training opportunities.

Program Entry/Exits and Interim Reviews

- Entry/Exit Provider: DuPage PADS – Street Outreach (7383)
- Entry/Exit Type: Basic
- Entry Date: Date of 1st Client Contact
- Assessments: DuPage CoC Shared, DuPage CoC Entry, and DuPage CoC Contacts & Engagement, PADS Social History, DuPage PADS Health, and DuPage-IDHS ETH/EF&S Supplemental
- Interim Reviews are added when an assessment is to be updated. At minimum, an Annual Review is required (335-365 days from Entry/Last Annual Review).
- Exit Date = Date client left the program or obtained shelter/housing.

Select an Assessment

<input checked="" type="checkbox"/> DuPage CoC Shared Assessment	<input checked="" type="checkbox"/> DuPage CoC Entry Assessment	<input checked="" type="checkbox"/> DuPage CoC Interim Assessment	<input checked="" type="checkbox"/> DuPage CoC Exit Assessment
<input checked="" type="checkbox"/> DuPage CoC Contacts & Engagement	<input checked="" type="checkbox"/> PADS Social History	<input checked="" type="checkbox"/> Dupage PADS Health	<input checked="" type="checkbox"/> DuPage-IDHS ETH/EF&S Supplemental

Client Contacts and Date of Engagement

CLIENT CONTACT

Rationale: To record and count the number of contacts with homeless persons by Street Outreach staff and other service projects, and to provide information on the number of contacts required to engage the client.

Contact Defined:














A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the Street Outreach worker and the client about the client's well-being or needs or may be a referral to service. In other words, any and every meaningful interaction, no matter how small.

What's Collected:

Outreach

Date of Contact	Location	Start Date *	End Date
<input type="button" value="Add"/>			

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Outreach	
Date of Contact	<input type="text"/> / <input type="text"/> / <input type="text"/>    <input type="text"/> : <input type="text"/> : <input type="text"/> <input type="text"/> 
Location	-Select- 
Start Date*	<input type="text"/> / <input type="text"/> / <input type="text"/>    
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>    
<input type="button" value="Save"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	

- Date of Contact: Date Field
- Location of Contact: Dropdown Selection
 - **Place not meant for habitation**
This could include a vehicle, abandoned building, bus/train/subway station/airport or anywhere outside that is not a Homeless Connect-type event.
 - **Service setting, non-residential**
This could include a Homeless Connect-type event, drop in center, day services center, soup kitchen, etc.
 - **Service Setting, residential**
This could include emergency, transitional or permanent housing; treatment facility, including health, mental health, or substance abuse clinic or hospital; jail, prison, or juvenile detention facility; family or friend's room, apartment, condo, or house; foster care or group home.
- Recorded for every meaningful contact on the Outreach Sub-Assessment on the "Outreach and Engagement Assessment"

DATE OF ENGAGEMENT

Rationale: To count the number of homeless persons engaged by street outreach projects and night-by-night shelters.

Date of Engagement Defined:

Date of engagement is defined as the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into HMIS at the point that the client has become engaged. It may be on or after the project entry date and prior to project exit. If the client exits without becoming engaged the engagement date should be left blank.

What's Collected:

Date of Engagement

 / /    

- Date of Engagement: Date Field. ONLY ONE DATE PER PROGRAM ENROLLMENT