

History Color Bar Guide: How to view previous responses

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How to find the History Color Bar

The History Color Bar is available for almost any question you respond to in ServicePoint HMIS.



Not available for:

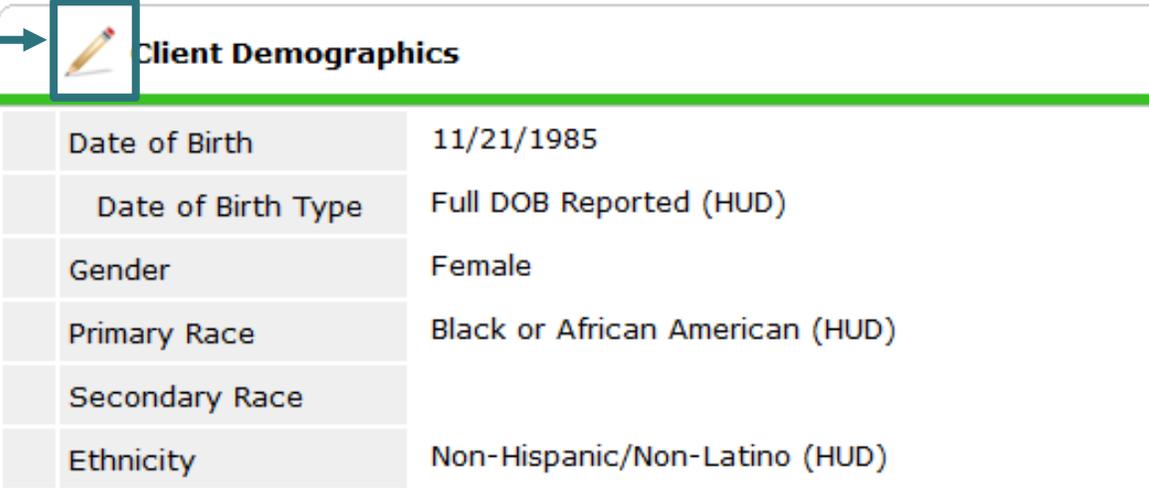
- questions not in an “assessment” like Client Record questions (section with Name or SSN) and Exit questions (Destination or Reason for Leaving)
- meta-data like Project Start Date or Entry Type
- Other optional features like File Attachments

How to find the History Color Bar

The History Color Bar is available for almost any question you respond to in ServicePoint HMIS.

- Make sure you are in a place to edit a question

You may need to use the pencil icon to get into details



Client Demographics	
Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

How to find the History Color Bar

Once the History Color Bar is selected, a pop-up appears:

- Review when (Date Effective), who (User Adding), which EDA mode (Provider Adding), and what response (Value)

If your EDA mode matches Provider Adding, visibility (lock) & ROI (folder) status also appear!

Client Demographics

Date of Birth	01 / 01 / 1999
Date of Birth Type	Full DOB Reported (HUD)
Gender	Male
Primary Race	White (HU)
Secondary Race	-Select-
Ethnicity	Non-Hispa

History - Gender

Date Effective	User Adding	Provider Adding	Value
01/01/2019 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Male
03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Rapid Re-Housing - ESG	Male

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When to Use

Use the History Color Bar to review data when:

- Not sure if correct Backdate mode was used
- Not sure of EDA mode used
- Not sure if info was shared
- Not sure who entered the data

Use the History Color Bar to make corrections when:

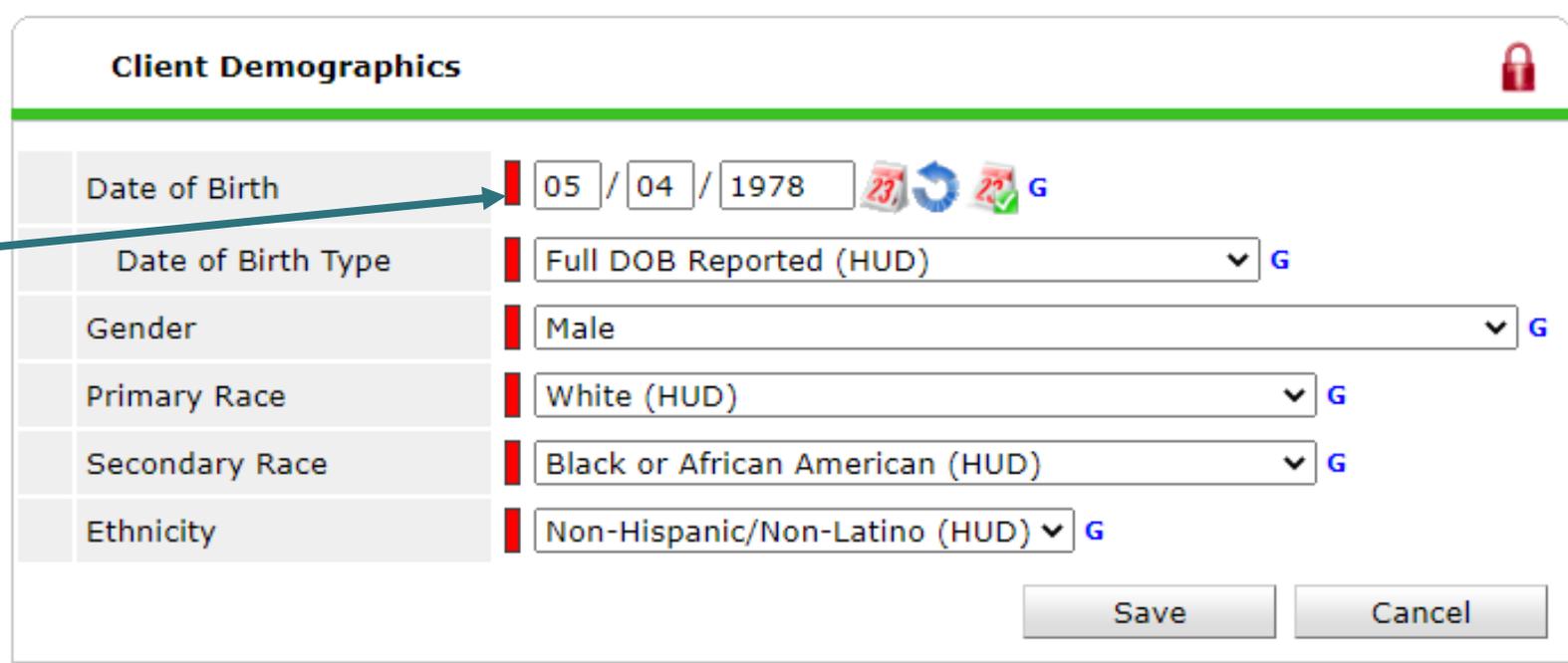
- Inaccurate response at the time of data entry
- Wrong EDA mode for response
- Confirm the use of [Verify and Save Button](#)



How to Make Corrections

Select the History Color Bar to see previous responses

First find the color bar!



The screenshot shows a form titled "Client Demographics" with a red lock icon in the top right corner. Below the title is a green horizontal bar. The form contains a table of demographic fields. Each field has a red vertical bar to its left, which is the "History Color Bar" mentioned in the text. An arrow points from the text "First find the color bar!" to the red bar for the "Date of Birth" field.

Field	Value	History Color Bar
Date of Birth	05 / 04 / 1978	Red
Date of Birth Type	Full DOB Reported (HUD)	Red
Gender	Male	Red
Primary Race	White (HUD)	Red
Secondary Race	Black or African American (HUD)	Red
Ethnicity	Non-Hispanic/Non-Latino (HUD)	Red

At the bottom of the form are "Save" and "Cancel" buttons.

How to Make Corrections

Once the History Color Bar is selected, a pop-up appears:

- Use the Trash Bin icon to remove wrong responses
- ONLY remove wrong responses from your agency

The screenshot shows a software interface with a 'Client Demographics' form. The form has a green header bar and a red lock icon. The form contains the following fields:

Date of Birth	05 / 04 / 1978
Date of Birth Type	
Gender	
Primary Race	
Secondary Race	
Ethnicity	

A pop-up window titled 'History - Date of Birth' is overlaid on the form. It contains a table with the following data:

Date Effective	User Adding	Provider Adding	Value
05/11/2018 2:00:00 AM	Andrea Carey	XXXClosed2018 Tabernacle of Faith - Pasquotank County - Tabernacle Shelter - ES	05/04/1978
03/01/2018 2:00:00 AM	Jasmin Volkel (503)	Heading Home - Rowan County - Rapid Re-Housing - ESG	01/01/1980

The pop-up window also shows 'Showing 1-2 of 2' and has 'Save & Exit' and 'Exit' buttons at the bottom. A red trash bin icon is visible next to the first row of the table, and a blue arrow points to it from the bottom left of the screenshot.

How to Make Corrections

If a response needs a new EDA mode but the same answer

- Clear a response and save to add a blank
- Then add the correct response and remove the blank history

Date of Birth Type	Full DOB Reported (HUD)
Gender	Male
Primary Race	White (HUD)
Secondary Race	-Select-
Ethnicity	Non-Hispanic/Non-Latin
Relationship to Head of Household	Self (head of household)

Disability Status

History - Relationship to Head of Household

	Date Effective	User Adding	Provider Adding	Value		
	01/01/2019 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Self (head of household)		
	01/01/2019 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter			
	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Rapid Re-Housing - ESG	Self (head of household)		

Homeless History

Prior Living Situation	<input type="text" value="Place not meant for habitation (HUD)"/>
Length of Stay in Previous Place	<input type="text" value="One week or more, but less than one month"/>
Approximate date homelessness started:	<input type="text" value="11"/> / <input type="text" value="23"/> / <input type="text" value="2020"/>
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	<input type="text" value="One time (HUD)"/>
Total number of months homeless on the street, in ES or SH in the past three years	<input type="text" value="2"/>

History - Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today

	Date Effective	User Adding	Provider Adding	Value
	09/23/2020 12:03:19 PM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	One time (HUD)
	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	One time (HUD)

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Income & Sources



Homeless History

Prior Living Situation	Place not meant for habitation (HUD)
Length of Stay in Previous Place	One week
Approximate date homelessness started:	11 / 23
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	One time
Total number of months homeless on the street, in ES or SH in the past three years	2

History - Prior Living Situation

	Date Effective	User Adding	Provider Adding	Value
	12/03/2020 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Place not meant for habitation (HUD)
	09/23/2020 10:38:41 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Place not meant for habitation (HUD)
	03/01/2018 2:00:00 AM	Andrea Carey	Heading Home - Rowan County - Emergency Shelter	Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)

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Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH