

HMIS Monthly Training: Advanced Corrections

February 2023



NC COALITION to
HOMELESSNESS end

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History Color Bar

The History Color Bar allows users to investigate data entry in ServicePoint HMIS.

- *When was data added?*
- *Who added data?*
- *How has data changed over time?*



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:

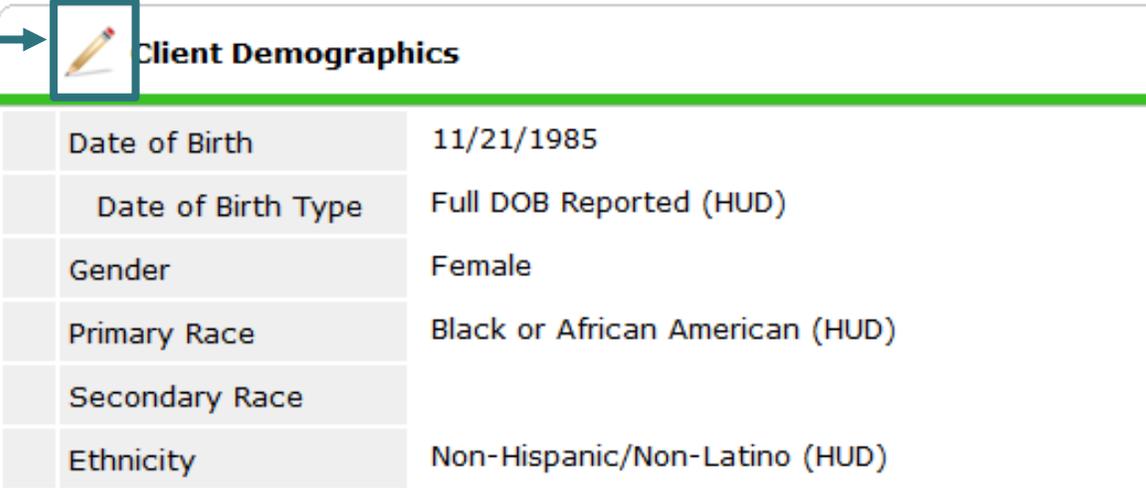
- questions not in an “assessment” like Client Record questions (section with Name or SSN) and Exit questions (Destination or Reason for Leaving)
- meta-data like Project Start Date or Entry Type
- Other optional features like File Attachments

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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How to use the History Color Bar

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

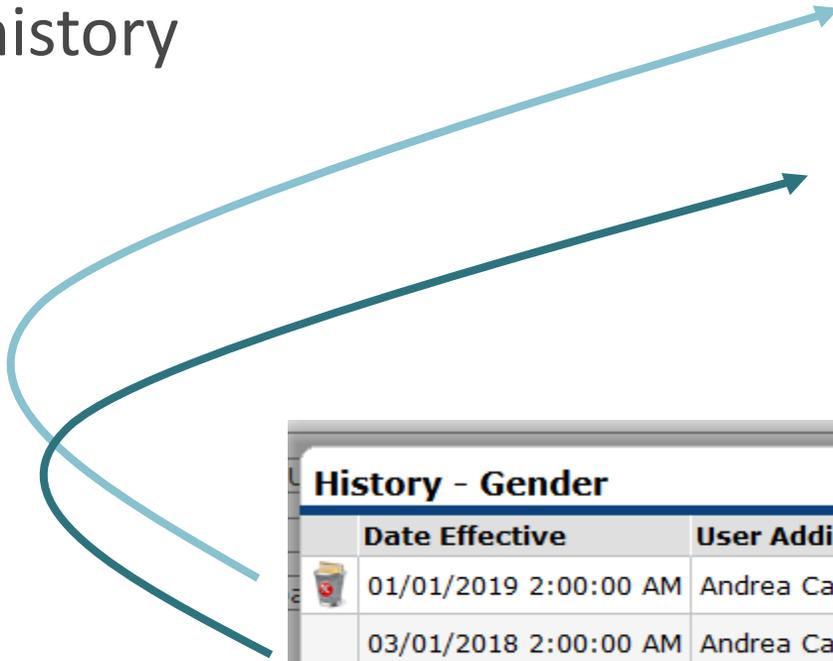
Use the History Color Bar to make corrections when:

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



How to use the History Color Bar

Imagine the layers of responses are like layers of rock revealing the Earth's history



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	

Showing 1-2 of 2

How to Make Corrections

Select the History Color Bar to see previous responses

First find the color bar!

Client Demographics



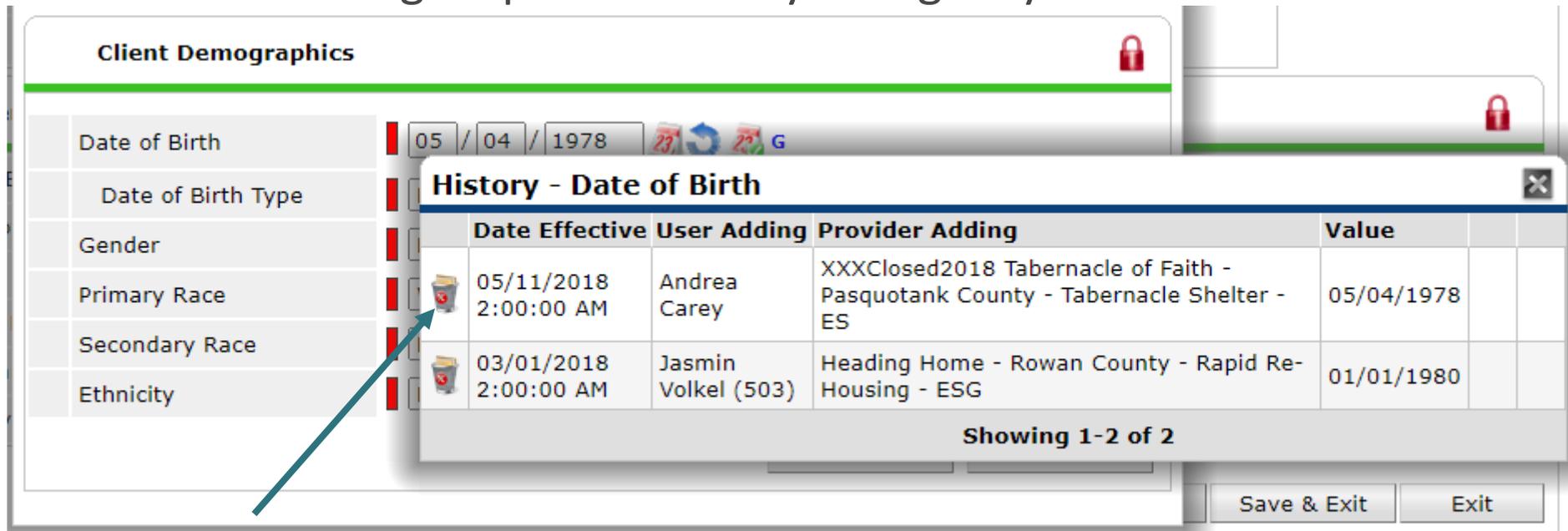
Date of Birth	 05 / 04 / 1978    G
Date of Birth Type	 Full DOB Reported (HUD) ▼ G
Gender	 Male ▼ G
Primary Race	 White (HUD) ▼ G
Secondary Race	 Black or African American (HUD) ▼ G
Ethnicity	 Non-Hispanic/Non-Latino (HUD) ▼ G

Save Cancel

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 displays a 'Client Demographics' form with a 'History - Date of Birth' pop-up window. The pop-up window 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 'Save & Exit' and 'Exit' buttons. A red trash bin icon is visible next to the first row of the table, and a blue arrow points to it.

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 G

Gender G

Primary Race

Secondary Race

Ethnicity

Relationship to 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)		

How to Make Corrections

Helps find inconsistencies in client responses:

- For example: Prior Living Situation shows a client has entered ES three times within three years

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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How to Make Corrections

Helps find inconsistencies in client responses:

- For example: Prior Living Situation shows a client has entered ES three times within three years
- However, the Number of Times and Number of Months question hasn't changed!

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 (HUD)

Total number of months homeless on the street, in ES or SH in the past three years

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)

Showing 1-2 of 2

Income & Sources



Let's see some examples!

- Relationship to Head of Household
- Secondary Race
- Homeless History



Contact NCCEH

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Contact NCCEH Data Center Help Desk

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NCCEH