Data Entry Essentials

EDA and Backdate Mode
Each building represents an agency

Agency 1

Agency 2

Agency 3

Agency 4
Each door is a project in your agency

Project A  Project B  Project C
Some users only see 1 door

Examples:
Users from agencies that have only 1 project
Users from agencies that have multiple projects, but only enter data into 1 project
Some users see all doors within their agency

Examples:
Agency Administrators from agencies with multiple projects
Users who enter data into more than 1 project within their agency
Each door has a keypad

Entering the correct EDA into the keypad will open the door
Not opening the door -
Entering data without EDA

Project A  Project B  Project C
Data is placed in front of the correct door, but not inside the room X
Not using EDA = Problems

Visibility
Client data cannot be seen in ClientPoint by those who should be able to see it

Privacy and Security
We are better able to ensure data is accessed only by those with permission when it is in the correct place

Data Quality/Reporting
Client data can be seen in ClientPoint, but is not pulled into reports
Opening the door-
Entering data with EDA

Data placed inside Project A
If you only see 1 door, it’s always open

Project A

Users who only enter data into one project do not need to EDA **IF** client is entering this project.

Their default EDA opens the door automatically.
Know your default EDA mode

Level 4 – Agency
You must enter EDA mode for all client data entry

Level 5 - Project - “Agency – County – Project details” name
Users at this level can use this for client data entry IF the client is entering this project

What is your default EDA mode? Do you need to EDA before entering client data?
Select EDA before entering client data

1. Click Enter Data As

2. Enter the project name and click search

3. Click the green circle to select the specific project for your client
How to verify you’re in EDA Mode

Hover over the blue letters to read the entire project name.

Click on the blue letters to **exit** EDA mode.
Do NOT use Provider drop-downs
Enter Data As pre-selects Providers

Release of Information Data

Provider *
- Heading Home Housing - Rowan County - Rapid Re-Housing - HUD (7223)

Release Granted *
- Select -

Start Date *
10 / 08 / 2017

End Date *

[Image of thumbs-up icon]
Most projects do not enter data in real time

Client enters project, staff complete intake/assessment paperwork

Data is entered into NC HMIS by a licensed user

What is the workflow like at your agency? Any plans to enter data in real time?
Backdate if not entering data day of

Enter date
Click Set Back Date Button

Click Back Date
How Back Date Mode should look

Top ribbon is yellow when in Back Date mode

To exit Backdate mode
Resources:

ncceh.org/hmis
access local support for Balance of State, Wake, Durham, & Orange CoCs

919.410.6997 or hmis@ncceh.org
helpdesk for local support