

HMIS Client Record Requests

Clients that want to receive their full HMIS record may work with an Agency Administrator at any Participating Agency. Clients have the right to review a copy of their data as entered in HMIS.

Different projects in HMIS have different data collection requirements, and some Service Providers choose to collect more data than the minimum requirements, so some organizations may record more data in HMIS than others. If a field, report, or section of a report is blank, it is because that data was not entered into HMIS.

At the time of the request, the agency and the client will determine how the client will receive their requested data.

After receiving the requested data, the agency will provide the data to the client as previously discussed. An agency employee is required to review the requested data with the client upon request.

Client Record Request Data

Case Notes This report is based on Client Notes - either notes linked to project enrollments or standalone notes.

Client History The report provides a history of services provided, program enrollments, and Inventory-related assignments for the client for the selected reporting period.

Photo ID Card – Sample Clarity HMIS offers a simple method for producing ID cards which can be used with any barcode scanner for providing services within Clarity.

Client Profile This is the client's basic demographic information stored in HMIS. Clients may request an update to any data in this section. All fields after Veteran Status are only answered if the client is a veteran. The 'Theatre' questions are referring to which Theatre of Operations, or international conflict, the client participated in.

Client Appointments Returns a list of appointments scheduled for the client during the reporting period.

Client Enrollment Details This is a list of all the enrollments the client has had at agencies in Alameda County that participate in HMIS. This section is informational only and cannot be edited.

Client Service Notes Pulls data from services the client has received, specifically service notes; this report provides a list of service notes written during the reporting period.

Client Summary This is a client-based report which pulls data from many of the client level "interactions" with Clarity Human Services. The Client Summary report provides an overview of the client's history in the system. This client level report provides a dashboard of the clients' most pertinent history within the system. This includes demographics, program and service history, and contact information.

Homeless Status Timeline Provides a graphical representation of a client's timeline of HMIS enrollments. It indicates the months in which a client's homelessness or housed status is documented through HMIS enrollment data and months in which homelessness cannot be determined through HMIS enrollment data.

Client Enrollment Details This report provides information on client responses to questions about their history of homelessness as well as move-in and destination at exit information. These details can help determine additional periods of homelessness for clients.

Client-Level System Use & Length of Time Homeless Report The Client-Level System Use & Length of Time Homeless Report is designed to provide a general summary of information in an individual client's HMIS history that is relevant to chronic homelessness. It is intended to serve two general purposes:

To consistently and systematically generate third-party documentation for an individual client's time spent in street outreach, emergency shelter, and/or Safe Haven projects that is confirmed by HMIS data for use by HUD-funded projects where chronic homelessness is an eligibility requirement; and

To provide an overview of an individual client's HMIS history that may aid in discussion with clients and improve the accuracy of responses to the Living Situation data element at project entry.

The report is a system-wide report. It will calculate across CoCs; across the entire Clarity Human Services instance.