 HMIS – CE Assessments / Events

 AWARDS Enhancement Request Form

# Overview

As part of the AWARDS Coordinated Entry (CE) implementation, agencies are able to request and configure two FormBuilder forms:

* **HMIS Coordinated Entry Assessment**
* **HMIS Coordinated Entry Event**

The request and configuration options available for these forms are detailed in this form.

* ***Important!***  *The enhancements offered in this document pertain to new HUD Data Standards Coordinated Entry requirements, which must be implemented by* ***April 2020****.*

## Request Form Instructions

To request that the AWARDS Coordinated Entry forms be turned on and customized for your agency/continuum:

1. Complete this request form, including the **Requestor Information** and **Request Details** for each enhancement.
2. Save the completed form to your PC.
3. Email your **Foothold Senior Project Manager** and include the completed form as an attachment.
* ***Tip:*** *Do NOT copy and paste the content of the form into the email. Send the actual Word document as an attachment.*

Once your request form has been received, we will review it carefully and the requested options will be deployed to your AWARDS database. We may contact you prior to deployment if, after reviewing your requests, we have any questions or concerns about your selections.

**Thank you!**

# Requestor Information

**Agency / Continuum Name:** [enter the agency / continuum name here]

**Requestor Name:**  [enter your name here]

# Enhancement 1 – HMIS Coordinated Entry Assessment FormBuilder Form

**AWARDS Location:** Services – Individual > Forms > HMIS Coordinated Entry Assessment

**Enhancement Description:** Every time a Crisis Needs Assessment or a Housing Needs Assessment is completed for a CE client, an HMIS Coordinated Entry Assessment form must be filled out in AWARDS. This form describes when and where the assessment was done, and includes an embedded question which is the actual assessment.

For every assessment you will be using for your clients, there must be a corresponding HMIS Coordinated Entry Assessment form configured, and for each of those forms the following configuration decisions are needed:

1. **A unique name** – The form name will always start with **HMIS Coordinated Entry Assessment -**; however, the full name must be unique, so additional text of up to 17 characters is needed to follow the default. For example: “Individual” in which case the full form name would be “HMIS Coordinated Entry Assessment - Individual.”
2. **Assessment result** – The field from the specified assessment that will be pulled into your AssessmentResults.csv file.
3. **A locations list** –A list of locations that will be built directly into the form for you.
4. **A programs list** – A list of those programs for which the assessment will be completed.

## Request Details

Please complete the following request details table. **Use one row per HMIS Coordinated Entry Assessment form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unique Form Name** (17 character maximum) | **Assessment**Ex: VI-SPDAT 2.0 | **Assessment Result?**Ex: Grand Total (\_\_/22) | **Location List** | **Program List** |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |
| [unique name] | [assessment] | [assessment field] | [location list] | [program list] |

# Enhancement 2 – HMIS Coordinated Entry Event FormBuilder Form

**AWARDS Location:** Services – Individual > Forms > HMIS Coordinated Entry Event

**Enhancement Description:** Every time an event (a referral, intervention, or service) happens for a CE client, an HMIS Coordinated Entry Event form must be filled out in AWARDS. This form captures the date of the event, event type, program to which the client was referred, referral result, and more. The only configuration required is to request that this form be added to your AWARDS database. You can also provide a list of the programs for which it should be available or, once turned on, you can choose to manually add it to the necessary programs in AWARDS yourself (using Administration > Builders & Tools > FormBuilder > FormBuilder Configuration > HMIS Coordinated Entry Event > Programs tab).

## Request Details

* + ***Note:*** *Unlike with the HMIS Coordinated Entry Assessment form, the Event form’s name is not configurable. When requested using this form, there will be one “HMIS Coordinated Entry Event” form in your AWARDS database.*

Please check off ONE of the following configuration options:

|  |  |
| --- | --- |
| [ ]  | I would like the HMIS Coordinated Entry Event form added to AWARDS for the following programs:[programs list] |
| [ ]  | I would like the HMIS Coordinated Entry Event form added to AWARDS. I have access to the FormBuilder and will select the programs it should be available for on my own. |