Supportive Housing Assessment and Acuity Index Upload into HMIS
Go to our web site, then the resources tab
This will open the excel sheet.
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**Assessment Dates:**
- Assessment Date: 03/30/93
- Assessment Date: 02/08/00
- Assessment Date: 01/08/06
- Assessment Date: 08/08/03

**Metrics:**
- Tenant Level: 1
- Tenant Level: 2
- Tenant Level: 3
- Tenant Level: 4
- Tenant Level: 5
- Tenant Level: 6
- Tenant Level: 7
- Tenant Level: 8
- Tenant Level: 9
- Tenant Level: 10

**Stable Tenancy:**
- Tenant has had stable tenancy for 3 years.
- Tenant has had stable tenancy for 5 years.
- Tenant has had stable tenancy for 10 years.
- Tenant has had stable tenancy for 15 years.

**Income and Benefits:**
- Tenant has no income.
- Tenant has low income.
- Tenant has moderate income.
- Tenant has high income.

**Enable Editing:**
- Click on the 'Enable Editing' button to activate editing mode.
Complete it and save then Upload into HMIS supportive housing tool kit assessment

Save as last date completed
After saving your Acuity Index go to the ClientPoint in HMIS and continue as described next pages to attach the Acuity Index and complete the Supportive Assessment
• As with any Assessment the first step is to open the Client record.
• Do this with the Client ID # or search the name.
• From here click on the Assessments Tab
• At the select Assessment choose “Supportive Housing Assessment”
• This will open up the assessment.
  • If this is your first time in the assessment it will be blank, if you have been working on the assessment then it will contain the answers from the last time that it was opened and saved.
  • If any of the answers have changed since the last time then you would just type over the last inputted information.
When you are done working on the Assessment it is very important that you go all the way to the bottom of the assessment and click on the save button to lock in your current answers.

Once you hit save just return to the summary Tab or go to the ClientPoint.
• If you would like to print out the Assessment click on the Print Assessment tab.
• You will get a pop-up asking if you want the Signature Lines then hit print.
• This will open your printer’s utility pop-up to print.
• #1 To attach the Acuity Index upload into the Client profile, when in the assessment you can click on the binder clip in the right hand corner
• #2 the “Assessment File Attachments” pop up will open
• #3 Then upload Attachment
• #4 Then your PC pop-up to choose where you saved the file click on it and open
• #1#2 Once you click open the file will show in the “Upload Attachment” - Click Upload
• #3 You will now see the “Assessment File Attachments” and you will see the file and date you uploaded it. Hit exit
• #4 Now you will see a number on the binder clip alerting you that there is an attachment uploaded.
• You can also see the Uploaded Attachment under the Client Profile if you scroll down to the “File Attachments”
• If you were not updating the Assessment at the time of uploading the Acuity you could upload directly from this area also using the “Add New File Attachment”
FAQ

• You do not need to complete the whole Assessment at one time, you may go in and out whenever you need or want to.
• You only need to fill in what is applicable but if you enter a sub-assessment that has an *asterisk, then you must complete the information for that section.
• When you hit the save button you will not be directed to another screen, you must return to the ClientPoint tab or Summary Tab etc.
• The Assessment will not save a version and start a new version like the VI-SPDAT this is just an open on going assessment that when information changes you type over each and every time.