ClientPoint Module
Rapid Rehousing Workflow

Note: If your default provider log-in is not the project where data is to be entered, then:

- Click the "**Enter Data As**" function (upper right hand corner) to switch to the correct program.

Note: Click "**Back Date**" function (upper right hand corner) if entering data from a previous date, then:

- Change the date to the information date.

Note: Follow the Entry/Exit Workflow, this sheet will ***emphasize*** specific steps to be taken for Rapid Rehousing clients.

ClientPoint

1. Locate an Existing Client or Add a New Client
2. Enter a Release of Information
3. Create an Entry
4. ***Entry Assessment***
    a. Ensure that Provider and Entry/Exit Type are correct.
    b. Complete the Assessment.
        i. Be sure to answer the Rapid Rehousing Only questions.
            1. If client is not in housing select "No" for In Permanent Housing.
        ii. Be sure to complete the Income, Non-Cash Benefits, Health Care, and Disability Sub-Assessments. (HUD Verification Process.)
            1. Click "Save and Exit"
5. Enter a Service

<u>When client enters housing</u>

6. ***Create an Update***
    a. Go to the "Entry/Exit" Tab
        i. Find the appropriate Entry and click on the "Interim Review Icon".
        ii. In the popup click the "Add Interim Review" button.
            1. **Type:** Select Update. (Annual Assessment should only be completed within 30 days of project Entry Date anniversary.)
            2. **Review Date:** Enter the date the assessment was completed.
                a. Click "Save & Continue"
        iii. Assessment
            1. ***Complete the assessment.***
                a. Be sure to update the "In Permanent Housing" to yes and enter the date the client moved into housing.
                b. If Income, Non-Cash Benefits, Health Insurance, or Disabilities has changed, be sure to update according to the Update/Annual Assessment Workflow.
                    i. Click "Save & Exit"
7. Create Updates/Annual Assessment as needed.
8. Create an Exit