Clarity Data Entry Guide for HUD-CoC

Client Profile	1. In Clarity, fill out all the search prompts for primary client (single or head of household) and clickon "Search." *Or* enter the Unique ID # if you know it in the Search for a Client Section. Select primary client's name in the search results or confirm no records match and click "Add Client" 2. Enter all information on the Client Profile page for this client 3. Create a household if applicable making sure to add all household members and complete Client Profile for each. 4. Add a Release of Information if applicable
Program Enrollment	1. Create a Program Enrollment (Program Entry date is the date they are "housed" in your project except for RRH and PH projects, this is the date you began working with or "accept" the consumer into your project from ADLH) • If entering a household, be sure to include all applicable household members in the entry by toggling on next to each additional household member's name. 2. Complete data on the Enrollment page and save and go to next until all clients have been enrolled. 3. Add any appropriate services at this time i.e. benefits screening 4. Add any appropriate notes 5. Add any appropriate files 6. Complete any required assessments i.e. Nebraska Universal or agency specific as appropriate
Status Updates	Status Updates for HUD-CoC are required any time there is a change in income, non-cash, health insurance or disability 1. Record any changes via the Program>Assessments>Status Update Assessment • Click on the Assessments as part of proram enrollment for the consumer that has a change, click "start" on the Status Update Assessment make sure only the client with changes is toggled on • Add Status Assessment • The project status date is the date the information was reported to you. Make any updates • Save and Close Update data elements (for the household member the change pertains to ONLY
Annual Updates	Annual updates for HUD-CoC are required annually within 30 days +/- of primary client's or household's anniversary date 1. Record any changes via the Program>Assessments>Annual Assessment a. Click on the Assessments as part of proram enrollment for the Head of Household, click "start" on the Annual Assessment b. If serving a household, be sure to include all applicable household members in the update by ensuring the toggle is on for each member 2. Update data elements (for each household member if applicable) on the Annual Assessment *If there were no changes you <u>must</u> still record an Annual Update for all members! You would leave all information the sameand hit Save and Exit to record the Annual Update with no changes.
Exit	1. Create an Exit record by clicking on Exit If exiting a household, be sure to include all applicable household members in the exit. 2. Complete data elements (for each household member if applicable) make sure you enter an accurate Reason for Exit and Destination for each person(s). 3. If exiting a household, be sure to complete each individual exit assessment for each household member.