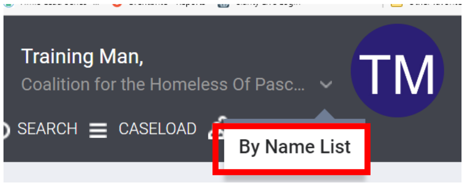
1. Step-by-Step: Oneby1 Coordinated Entry Intake

2. Login to HMIS
3. Select the By-Name-List agency from your drop down.

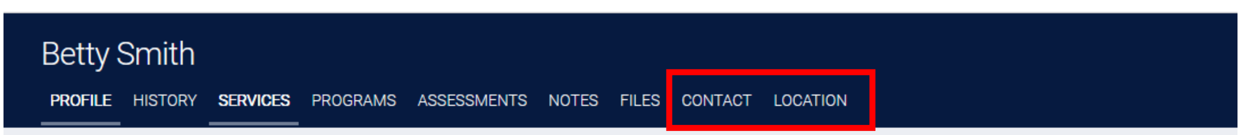


4. You will then see your agency listed as By Name List

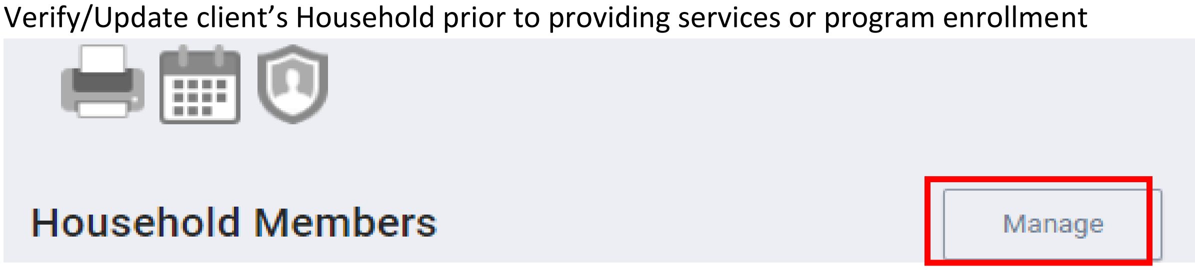
5. Search for the client.
6. Review any public notices, notes, and determine if the client has an active Oneby1 Coordinated Entry intake.
    a. If the client has an intake already, you may review the enrollment and add a status update if information has changed. Please review the following ***Step-by-Step*** and ***Video*** to learn how to do this.
    b. You will not be able to create a duplicate program enrollment for Oneby1 Coordinated Entry.

7. Ensure client has an active Universal Release of Information (ROI). Please review instructions on how to do this.

8. Add/Update/Review both client's Contact & Location to ensure information



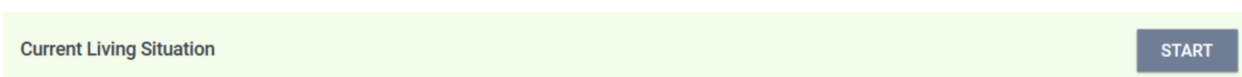
9. Verify/Update client's Household prior to providing services or program enrollment



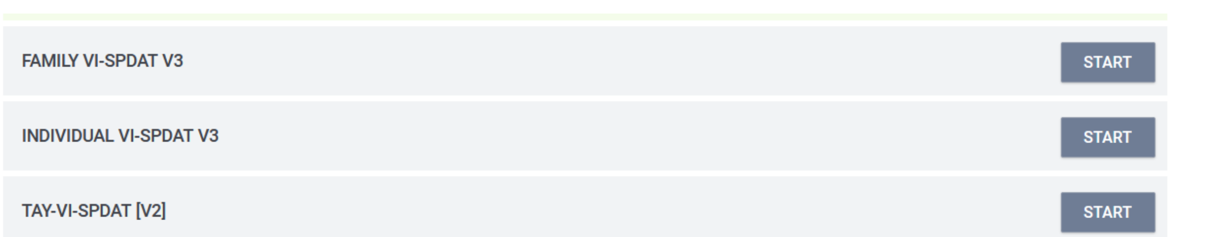
10. Select the Program tab.

11. Select the arrow to enroll the client in the program.

12. Enroll additional household members (if applicable).
13. Ensure the project start date is the date in which the Coordinated Entry was taken.
14. Answer all of the questions in the enrollment completely, currently, consistently, and correctly. Save & Close.
15. You must complete the following assessments:
    a. Current Living Situation.



Appropriate VISPDAT (Individual, Family, or Youth).



16. After you have completed the appropriate VISPDAT, you will be taken to a Program Eligibility Determination Screen. You will select “Refer directly to community queue.”