

6-Month Follow Ups – HMIS Entry Instructions



1.0 Overview

Follow Ups should be recorded for clients who exited any RRH, PSH, Navigation, or SHCM/Retention project into Permanent Housing. These Follow Ups consist of only a few questions, and ask you to attempt to make contact with clients you had previously taken off your caseload.

The Head of Household needs to have a follow up completed at 6 months after program exit. This is only required for households who exited the project into one of the following permanent housing scenarios:

- Owned by client, no housing subsidy
- Owned by client, with housing subsidy
- Permanent housing for formerly homeless
- Rental by client, no housing subsidy
- Rental by client, with HCV (section 8) housing subsidy
- Rental by client, with VASH housing subsidy (must be veteran)
- Rental by client, with GPD TIP subsidy (must be a veteran)
- Rental by client, with other on-going housing subsidy (i.e.: RLRA)
- Staying or living in family, permanent tenure
- Staying or living in friends, permanent tenure

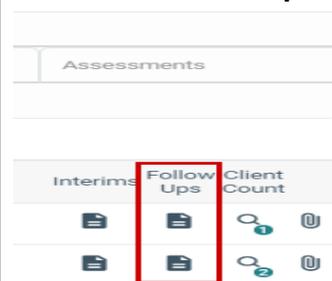
If the household exited to any other exit destination, the 6-month follow-ups are not required.

2.0 Work Instructions

1.0 Create Follow Up Assessment

- Contact Household.
- Collect housing status for 6 or 12 month exit anniversary date.
- Navigate to Head of Household’s record in ClientPoint.
- Select “Entry/Exit” tab.
- Select Follow Ups icon.
- Once selecting the proper Follow Up icon, a menu appears.
- Select “Add Follow Up Review.”

1.0 Create Follow Up Assessment



6-Month Follow Ups – HMIS Entry Instructions



Note: You will only be able to create a Follow Up if client has an Exit Date recorded.

1.1 Follow Up Review Settings

- a. **Follow Up Review Type** will always be “6-Month Review”.
- b. Record the **Review Date** as exactly 6 months after the Exit Date, even if the review happened a few days after or before the official anniversary.

1.2 Answer Questions

- a. Answer the 3 questions in the assessment.
- b. Select “Save & Exit.”

1.1 Follow Up Review Settings

Add Follow Up Review - (1) Case, Justin A

Follow Up Review Data	
Entry / Exit Provider	LC - Provider SHELTERPOINT test (4836)
Entry / Exit Type	Basic
Follow Up Review Type *	-Select- -Select- 30-Day Review 60-Day Review 90-Day Review 120-Day Review 6-Month Review 9-Month Review Scheduled Review Initial Assessment Unscheduled Update Annual Assessment Update
Review Date *	12:14:34 PM

1.2 Answer Questions

2021 Follow-Up Assessment Follow Up Review Date: 08/03/2023 12:10:24 PM

LC Follow-up Status	-Select- G
If 'Attempted, unable to contact client', leave the following questions BLANK	
Housing at Follow-Up (Post Exit)	-Select- G
Since program exit, has household received other rent or deposit assistance?	-Select- G

6-Month Follow Ups – HMIS Entry Instructions



3.0 Resources

3.1 Referenced Material

- [2024 HUD Data Standards](#) (linked)

3.2 Related Material

- [2024 CoC Program HMIS Manual](#) (linked)

3.3 Contacts

- HMISAdmin@clackamas.us (linked)