

# Clarity HMIS Database Guidance for the 2020 Point-in-Time (PIT) Sheltered Count

## Additional Fields for the 2020 PIT Sheltered Count: PTSD & Brain Injury

The fields, “PTSD” and “Brain Injury” are required for PIT data in the PIT Sheltered Survey, but are not required on standard HUD Program Enrollments. To make the PIT counts easier to retrieve from the database, Clarity will be equipped with a new assessment for these additional fields, named “[BoS] Additional Fields”. To access this assessment, please do the following:

- 1) If it has **not already been collected** in another assessment, make sure to ask the client if they or anyone in their household has been diagnosed with **PTSD** or a **Brain Injury**. Record the answer to be updated in HMIS.
- 2) **Search for the client** and add them if they are not already in Clarity.
- 3) **Add the program enrollment** or open the enrollment if it already exists.
- 4) From the program enrollment, **access the “Assessment” tab**.
  - a. NOTE: This is the “Assessments” tab *within* the program enrollment. Not the “ASSESSMENTS” in line with the “PROFILE” tab. (Figure 1)
- 5) **Click on “START”** to the right of the assessment that is named “[BoS] PIT Additional Fields” (Figure 1).

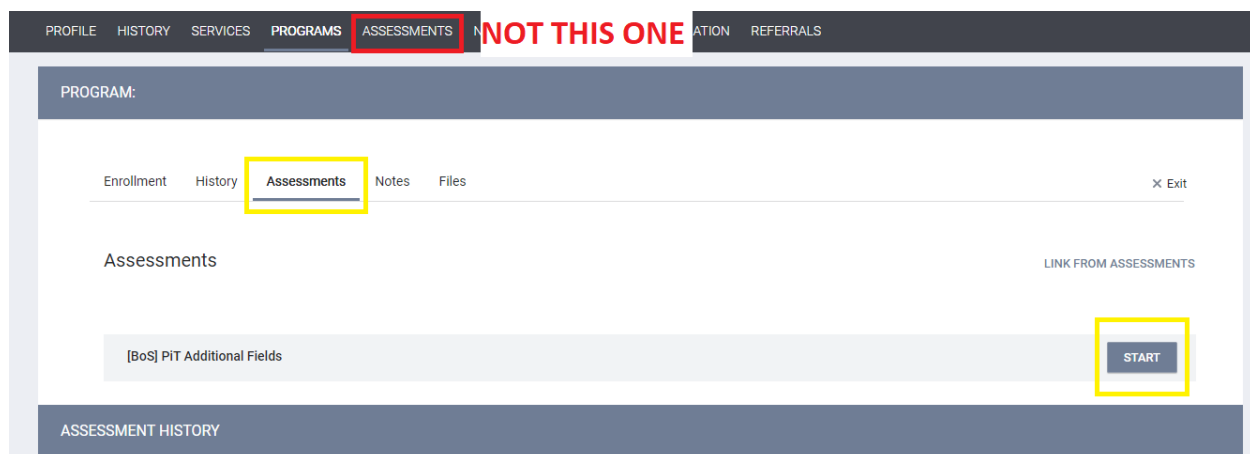


Figure 1 - Start the assessment

- 6) **Fill in the fields for “PTSD” and “Brain Injury”** with the appropriate values collected from the client and **click “Save”** (Figure 2).
  - a. The “Assessment Date” field is not important and will auto-populate with the date on which you are entering the form. You can leave this as is or correct the date, if you are entering the data on another date, but this is not required.

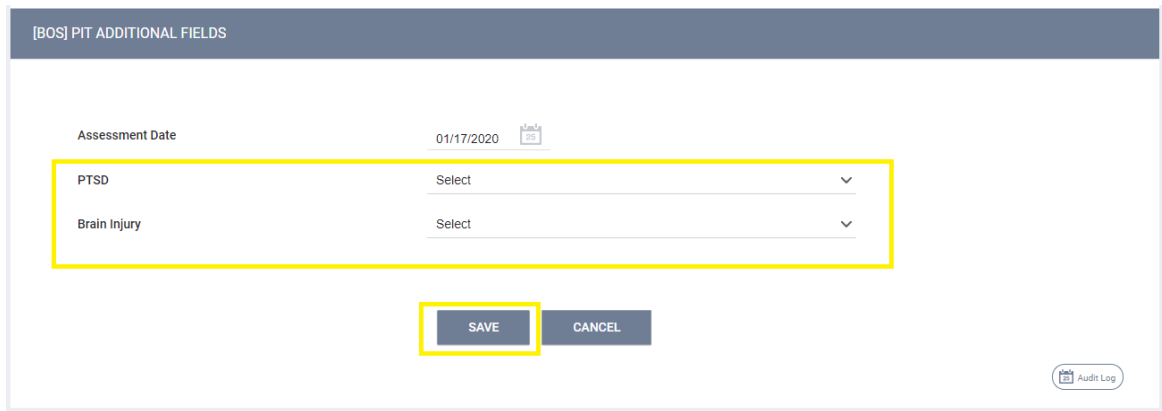


Figure 2 - Complete and save the assessment

- b. If client **already has an assessment completed**, these can be found below in the “ASSESSMENT HISTORY” section (Figure 3).

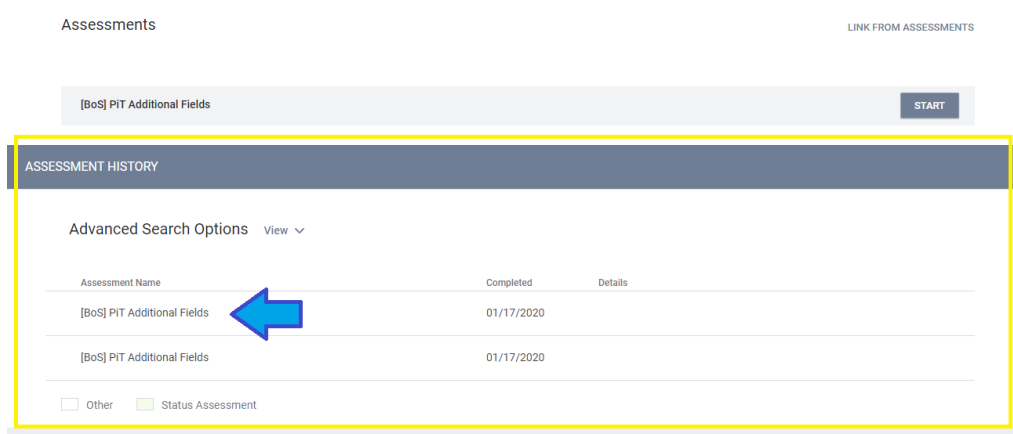


Figure 3 - Assessment History section

## Questions, Comments, Concerns, and Quarrels

Please direct any communications of the above to your HMIS Lead at:

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